

Tips on applying for a job

Applying for a University Works position is no different than applying for any other job. You must submit your cover letter and resume to the employer and complete an interview if you are selected for one. The employer will make an offer of employment to the candidate they feel is the best fit for the position.

The job application process can be both difficult and nerve-wracking, especially if you have never done it before. To help you in this process, the [Ontario Tech Career Centre](#) has made [tip sheets](#) for subjects related to job applications, including resume and cover letter writing, job interviews and assessing your skills.

Five resume and cover letter tips

1. Consider [which skills](#) you have to offer an employer.
2. Review job descriptions carefully to see what the individual employer is seeking.
3. Use a resumé format that best links your skills to the needs of employers using evidence-based statements.
4. Tailor each resumé and cover letter to the specific jobs you are applying to.
5. Check, double-check and triple-check your documents to make sure there are no spelling, grammatical or typographical errors.

Interview preparation tips

1. **Review the job description.** Take the time to review the job description to look for key skills the employer is seeking.
2. **Research the employer.** Review the employer's website. Who are their competitors? Does the employer have mission statements?
3. **Review your resumé, cover letter and LinkedIn profile.** If you haven't updated your LinkedIn profile, ensure you update it in case the employer reviews it.
4. **Practice.** Research potential interview questions and practice what you are going to say. Please see below for some Career Centre resources to help you.
5. **Get ready for the big day.** Make sure your clothes are clean and ironed. Print extra copies of your resumé in case the employer needs it. Plan your route, so you are sure to arrive 15 minutes early for the interview.
6. **Use the [STAR technique](#).** Describe the situation, task, action and result.
7. **Send a personalized thank-you note to each interviewer.** Thank-you notes enable you to thank the employer and add any information you might have missed. Good thank-you notes can have a significant impact on the hiring committee.

Students may [book an appointment](#) with the Career Centre to review their own resume and cover letter, discuss interviewing techniques, set up a mock interview for practice, as well access other career counselling services.