

Creating your resume & cover letter

Resume

Your resume is the most important piece of your application. It details all of your knowledge, work experience, skills and education. It is often the first thing hiring managers look at.

Here are some tips to help you create your resume:

- The format of your resume should be simple and focused
- Highlight your education, work experience, volunteer service and practicums/clinical placements
- Use titles, keywords, and dates to provide clarity around your work experience
- Be specific about your experience and quantify your accomplishments
- If you have leadership experience, explain the role, achievements and scope of projects
- If you are a recent graduate or have limited work experience, include your course work or practicums and explain each placement in detail, as well as information about your registration status with your regulatory body (i.e. CARNA)
- If you would like more information to build your resume please visit [Resume Builder](#)

Cover letter

Your cover letter is your chance to tell us more about yourself and your experience. Use your cover letter to share more detailed information about your past work experience on your resume.

Here are some tips to help you create your cover letter:

- Keep your cover letter and resume in one document to save space when you upload the documents during the application process
- Do not duplicate your resume—use your cover letter to expand on relevant points
- Tell us what you are passionate about and explain why you want the job
- Tell us about your accomplishments and how you reached them