



Job Search & Resumé  
Master of Applied Human Nutrition  
Session 1 of 3

Career Services



University  
of Manitoba

Lasha Stordeur  
Career Consultant



1

## JOB SEARCH: IDENTIFYING EMPLOYERS

EXPAND YOUR EMPLOYER LIST | RESOURCES + STRATEGIES

2

## LINKEDIN TO SUPPORT JOB SEARCH

MORE THAN A JOB BOARD | RESEARCH & CONNECT

3

## RESUMÉ & COVER LETTER

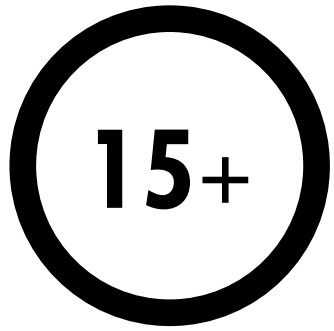
ARTICULATING YOUR SKILLS | SECTIONS + FORMATTING

# INTRODUCTIONS

## **Introduce yourself**



- ✓ **First Name**
- ✓ **Career goals/ideas**

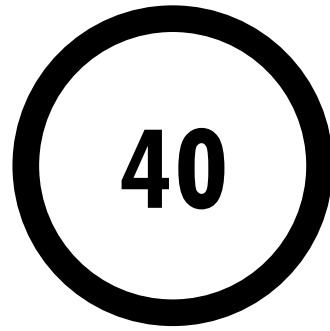


15+

JOBS/  
LIFE



LIFETIME  
SKILL



40

HOURS/  
WEEK



HARD  
WORK

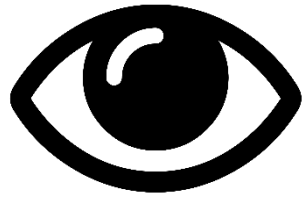


PART-TIME,  
FULL-TIME

WHY LEARN HOW TO EFFECTIVELY JOB SEARCH?

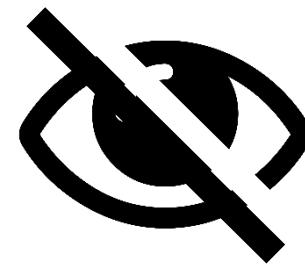






## VISIBLE JOB MARKET

- Published job postings
- Newspapers, job boards
- Company / industry websites



## HIDDEN JOB MARKET



- Industry research & media
- Relationships & networking
- Reaching out to employers

UNDERSTAND THE JOB MARKET

# WHEN SEARCHING JOB BOARDS & APPLYING ONLINE, DO:

- ✓ Use a variety of strategic **keywords**
  - Reflect on your skills and interests (strengths), knowledge and role / tasks you'd want in a job
- ✓ Still connect directly with employers
  - Drop-off your resumé in person
  - Follow-up by phone after the posting deadline to inquire about the hiring process and timeline
  - Ask for feedback if you're not successful
- ✓ Keep track of your job search steps
  - Maintain a Job Search Journal
- ✓ Check a range of job boards frequently
  - New postings are often added daily.
  - Up to 40 jobs/day added to UMConnect



**VISIBLE JOB MARKET**



Start typing to search...



OVERVIEW

MY CALENDAR

SEARCHES

INTERACTIONS

CONTACTS

JOBS

MY STUDENTS

AF >

Lisa MacPherson

MY VIEW

Welcome Lisa MacPherson

Configure Dashboard

Overview

My Account

My Calendar

Searches

Interactions

Contacts

Jobs

My Students

Appointments

Events

Programs

...

DASHBOARD

- Events, Information Sessions and Workshops
- Job and Volunteer Postings
- Co-Curricular
- Career & Co-op Staff
- Computer Science Co-op
- Engineering Co-op & IIP
- Environment, Earth & Resources Co-op
- Science Co-op

Alerts

0	Message Alerts	View
0	Alert Tasks	View
0	New FYI Alerts	View
0	New Alerts to Acknowledge	View
0	Alert Forms	View

Today's Built-in Video Chats

0 My Video Chats View

Account Registrations

2 Pending Registrations View

Postings





# Job boards and ind

On this page:

- Online Job Posting Boards
- On Campus Jobs
- Sector Councils and In

## Online Job Posting Boards

For University of Manitoba Students:

- [Career Connect - on campus/off campus full-time, part-time internships](#)
- [U of M Human Resources Department - search for work as :](#)
- [U of M Research Grant-Funded Student Jobs](#)
- [University of Manitoba Students Union \(UMSU\) - for jobs wit](#)
  - UMSU Service Centre (UMSU)
  - Degrees Restaurant
  - Digital Print & Design Centre
  - G.P.A.'s Convenience Store
  - IQ's Café & Billiards
  - The Hub Social Club
  - UMCycle
- [My World Abroad - international job and volunteer postings](#)

Government Student Job Programs:

- [STEP Services, Urban/Hometown Green Team and Career F](#)
- [Federal Student Work - Government of Canada's Federal Stu Affiliated Program \(RAP\)](#)

Government Job Posting Boards:

- [City of Winnipeg](#)
- [Manitoba Government Job Opportunities](#)
- [Shared Health - health care opportunities in the Regional He](#)
- [Government of Canada - Public Service Commission Recruit](#)

General Job Posting Sites:

General Job Posting Sites:

- [Student Jobs Manitoba - Manitoba's new job board launched spring 2020](#)
- [Human Resource Development Canada Job Bank](#)
- [Find My Job Manitoba](#)
- [mbjobs.ca](#)
- [Indeed](#)
- [LinkedIn Jobs - A job search tool from LinkedIn](#)
- [Wow Jobs](#)
- [AMIK - Canada's premiere Aboriginal jobs referral website](#)
- [Eluta](#)
- [WORKink - career development AND employment portal for Canadians with disabilities](#)
- [Monster](#)
- [Careerjet](#)
- [Jobpostings - affiliated with Canadian-based JobPostings magazine](#)
- [ResearchGate - job posting board and networking hub for scientists and researchers](#)
- [Jobs.ca - incl. listing of specialized job sites](#)
- [Jooble Canada](#)

Volunteer Posting Boards & Links:

- [Government of Canada - I Want to Help - Service opportunities portal for students to support their communities and Canada's response to COVID-19](#)
- [Volunteer Manitoba - search Volunteer Opportunities](#)
- [Volunteer Canada](#)
- [Volunteer Opportunities - with the Winnipeg Regional Health Authority](#)
- [Volunteers in Public Service - Province of Manitoba](#)
- [Idealist](#)
- [Charity Village Canada - 'Volunteer' criteria selection option within job posting board](#)
- [Working Abroad - Worldwide Volunteer Database](#)
- On-Campus Volunteering:
  - [University of Manitoba Volunteer Program - coord. by the Office of Student Life](#)
  - [UMSU Volunteer Program - University of Manitoba Students Union](#)

## On Campus Jobs

Many students prefer to work on campus and there are a variety of positions available - from research assistant work to foc

# Analyzing a Job Posting and Offer

## SIGNS OF POTENTIAL EMPLOYMENT SCAMS

1

### POSTING

- ✗ Email address doesn't match co.
- ✗ Poor grammar or format
- ✗ Highly flexible role, no experience needed

2

### DURING COMMUNICATION

- ✗ 3<sup>rd</sup> party payment
- ✗ Ask for money in advance
- ✗ Request for SIN, credit card info

3

### INTERVIEW and OFFER

- ✗ No in-person interview
- ✗ Location is obscure or remote
- ✗ Unofficial paperwork to complete



## GET HIRED

### Get Hired! Week of May 25

Check back for job opportunities and tips week-to-week.

MAY 25, 2021 — Are you looking for work, trying to get that first job, or want to gain experience in

#### RECENT STORIES

##### Conducting a Resilient Job Search during the 2nd Summer of COVID

Searching for a job can easily become an all-consuming affair, but with a schedule, you can give yourself time to relax and recharge.

career services, graduate students, students

##### English Language Centre – helping students thrive at UM

Along with providing tools and strategies that help students improve their oral and written communication skills, ELC programs build self-confidence and can support students who are adjusting to a new cultural environment.

english language centre, students

##### Meet your fellow students at two virtual summer events

The International Centre is hosting two virtual summer events: a virtual cookout and a virtual talent show, both happening on Zoom

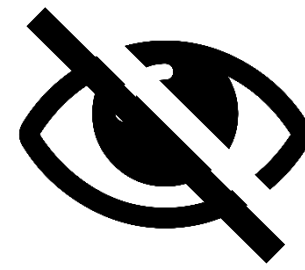
international centre, students

# GET HIRED: WEEKLY UPDATES FOR UM STUDENTS



## VISIBLE JOB MARKET

- Published job postings
- Newspapers, job boards
- Company / industry websites



## HIDDEN JOB MARKET

Existing  
jobs

Pending  
/Created  
jobs

- Industry research & media
- Relationships & networking
- Reaching out to employers



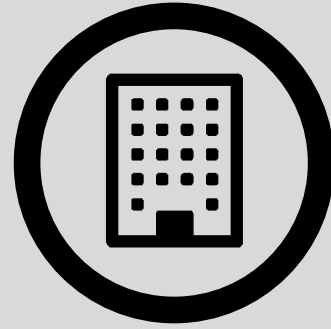
ACCESSING THE HIDDEN JOB MARKET



LABOUR  
MARKET



SECTORS



ORGANIZATIONS



JOB TITLES

A background image showing a person's hand resting on a laptop keyboard. To the right, there is a white cup of coffee on a saucer. The scene is set on a wooden desk.

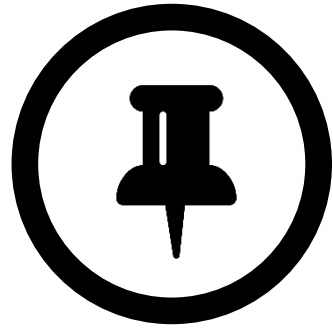
WHAT TO RESEARCH



**HOW DO WE  
LEARN ABOUT  
OCCUPATIONS?**



**LINKEDIN**



**JOB POSTINGS**



**ALUMNI  
NETWORK**



**FIRST-HAND  
EXPERIENCE**  
(work & volunteer)



**CAREER MENTOR  
PROGRAM**



**UM  
OCCUPATIONS  
LIBRARY**

## UM students benefit from signing up



- You will receive monthly introductions to students, alumni or other members of the UM community based on areas of mutual interest.
- Either participant can suggest a time to chat in-person, over the phone or online to share your advice and experience.
- Once you join, all introductions are sent directly to your preferred inbox. Schedule a time and get an invite directly to your email.
- Students and recent grads can search UM Café to find UM alumni in occupations they're curious about based on information in alumni profiles.

[Sign up now](#)

## Be a mentor. Share your advice online with students.



As a University of Manitoba graduate, you have a lifetime of experience and first-hand knowledge of specific industries and disciplines. Your industry insight, knowledge and expertise are invaluable to students.

Join this network to:

### Career Services

Career planning

Employment resources for students

Co-ops and internships

Discover Your Future in...

Career fairs

Wage Subsidies for Employers

Connect with and recruit students

**UM Café: Ten Thousand Coffees**

Career Mentor Program

Volunteering during COVID-19

Equity Resources

UM Arts Career Apprenticeship Program



# UM EXPLORING OCCUPATIONS LIBRARY

## Explore occupations

[Career planning](#)

[Explore occupations](#)

Lawyer, teacher, doctor, nurse. How many occupations can you name? What the he... anyway? How about a valuator, conservator, arborist or orthoptist?

Good career decisions require good information—about your personal traits and pr Career Consultants can get you started by helping you to identify and articulate yo and interests as they relate to career choice.

Information about the world of work is everywhere—not just in libraries and career your views of specific occupations. Government departments, [sector councils](#) and labour market information. Personal contacts are extremely valuable, often providi occupations. [Mentoring](#) and job shadowing programs can help you develop profes teachers, professors, friends and relatives!

We've provided information on approximately two hundred occupational options. T Remember—good research can lead to more informed and satisfying career decisi

- 0-9 [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#)  
[W](#) [X](#) [Y](#) [Z](#)

### A

- Accommodation Service Manager
- Accountant
- Actuary
- Aerospace Engineer
- Agricultural Representative, Consultant, Specialist
- Agriculture, Food and Biological Systems Engineer





# Dietitian & Nutritionist

Learn about this occupation – including typical duties, education required, salary and job outlook information, job boards and more.

This page includes **Dietitians and Nutritionists** (NOC: 31121) and **Dietary Technicians** (NOC: 32129). Dietitians and nutritionists plan, implement and oversee nutrition and food service programs. They are employed in a variety of settings including hospitals, home health-care agencies and extended care facilities, community health centres, the food and beverage industry, educational institutions, and government and sports organizations, or they may work as private consultants. Dietary technicians are employed in health care and commercial food service establishments such as hospitals, extended care facilities, nursing homes, schools, cafeterias and fast food outlets. (National Occupational Classification).

## NOC Code

[31121 – Dietitians and nutritionists](#) ↗

[32129 – Other medical technologists and technicians \(except dental health\)](#) ↗

## Holland Code

Social  
Investigative  
Enterprising

[What is a Holland Code?](#)

Does this suit me?

## Occupational profile

What is the job like?

Find detailed information about the occupation, including typical duties and working conditions, in the links below:

- [National Occupational Classification \(NOC\) - Canadian occupational description](#) ↗
  - [Dietitian and Nutritionists](#) ↗
  - [Other Medical Technologists and Technicians \(except dental health\)](#) ↗
- [Q\\*NET Online - U.S. resource for occupational descriptions and information](#) ↗
- [OCCinfo by alis - Alberta-based occupational information \(includes video\)](#) ↗
- [Career Explorer by Sokanu - occupational info and videos \(U.S.\)](#) ↗
  - [Registered Dietitian Nutritionist](#) ↗
  - [Nutritionist](#) ↗
  - [Dietetic Technician](#) ↗
- [A Day in the Life of a Nutritionist - The Princeton Review \(U.S.\)](#) ↗
- [Is there a difference between a Dietitian and a Nutritionist? - Dietitians of Canada](#) ↗
- [What does a Dietitian do - Dietitians of Canada](#) ↗
- [Career Mentor profile - Jorie Janzen, Health & Sports Dietitian](#)
- [Alumni Advice - Dietitian profile from Career Services' Learning to Earning 2012](#)
- [Interview: Dietitian - from StudyinCanada.com](#) ↗
- [Discover your Future in Healthcare: Dietitian - University of Manitoba](#)
- Let's Talk Science Career Profiles
  - [Registered Dietician](#) ↗
  - [Registered Dietician, Private Consultant](#) ↗

## Education

The university provides education for a career as a Dietitian, Nutritionist, or Diet Sciences degree. To become a Registered Dietitian in Manitoba, acceptance an [internship](#) available to students in Human Nutritional Sciences is required.

### U of M Academic Calendar

[The Academic Calendar & Catalogue](#) outlines program admission and course requirements. Use the left menu to navigate to a specific faculty and program. To determine which degree path suits your unique occupational goals, speak with a [Career Consultant](#). For support with course registration and academic issues, speak with an [Academic Advisor](#).

### Faculty and Department Homepages

Visit U of M's faculty and department homepage to learn about program application deadlines and processes, as well as additional in-house resources and opportunities.

- [Food and Human Nutritional Sciences - Faculty of Agriculture and Food Sciences](#)

### Exploring Other Education Options

- [Accredited Programs in Canada - Partnership for Dietetic Education and Practice](#) ↗
- [Internationally Educated Dietitians - College of Dietitians of Manitoba](#) ↗

[Information for Foreign-trained Dietitians and Nutritionists](#) ↗ - Canadian Information Centre for International Credentials

## Labour market information

What is the job outlook and salary?

Labour market information informs users of supply and demand for specific occupations and sectors. It includes such things as salary and job outlook information. These resources support informed career decision making and job search efforts.

### Resources

- [Trend Analysis: Job Market Report \(Manitoba Region\) - Gov. of Canada Job Bank](#)
- [Occupational Outlook Handbook - Job outlook for the U.S.](#) ↗
- [Manitoba Association of Health Care Professionals - collective agreements and more](#)

Where could I work?  
Potential employers?

### Professional Associations

Professional associations may organize events and provide directories, job postings, career and labour market information. Student membership opportunities may also be available: engage, learn and network!






- [College of Dietitians of Manitoba](#) ↗
  - [How to Become a RD \(Registered Dietitian\)](#) ↗
- [Dietitians of Canada](#) ↗
  - [Canadian Provincial Regulatory Bodies - Dietitians of Canada](#) ↗
- [Academy of Dietitians and Nutritionists \(U.S\) - formerly the American Dietetic Association](#) ↗
  - [Sports, Cardiovascular, and Wellness Nutrition Practice Group](#) ↗ (requires an account to access)

### Directories, Industry Associations, and Sector Councils

These resources provide industry news, labour market information and a list of potential employers. Remember, there are usually multiple industries worth exploring.

• [Regional Health Authorities - Regions of Manitoba](#) ↗

These resources provide industry news, labour market information and a list of potential employers. Remember, there usually multiple industries worth exploring.

- [Regional Health Authorities - Province of Manitoba](#) 
- [Health Regions in Canada - listings and maps from Statistics Canada](#) 
- [Canadian Health Food Association](#) 
- [International Confederation of Dietetic Associations](#) 
- [International Union of Nutritional Sciences](#) 

Where to look for work?

#### Job Boards

Search occupations of interest in the industry-specific job boards below to learn about skill requirements, employers, and available jobs. You may also wish to search more general [online job boards](#).

- [Winnipeg Regional Health Authority + search other RHA job boards in MB & Canada](#) 
- [HealthCareJobs.ca](#) 
- [Job Board - Canadian Health Food Association](#) 

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## Other links

These external resources may provide you with additional information about the occupation and opportunities to build experience:

- [University of Manitoba Undergraduate Leaders in Healthcare - campus student group](#) 
- [FanLit - Food and Nutrition Literacy in Manitoba](#) 
- [Food Matters Manitoba](#) 
- [The Child Nutrition Council of Manitoba](#) 
- [Eating Well in your Community \(listing of Manitoba nutrition and community-food programs - Manitoba Government\)](#) 
- [Canadian Journal of Dietetic Practice and Research - Dietitians of Canada](#) 
- [Canada's Dietary Guidelines - Government of Canada](#) 
- [Allied Health Professions Overview - Explore Health Careers.org \(U.S.\)](#) 
- [Today's Dietitian - a magazine for nutrition professionals \(U.S.\)](#) 
- [EAT Foundation - Non-profit dedicated to working on partnerships to address global food concerns](#) 
  - [Summary Report of the EAT Lancet Commission](#) 

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## Related occupations

- [Pharmacist](#)
- [Food Scientist](#)
- [Food Service Manager](#)
- [Registered Nurse](#)
- [Occupational Therapist](#)
- [Physiotherapist](#)
- [Social Worker](#)
- [Dietary Technician \(NOC\)](#) 
- [Chef](#)
- [Social Program Coordinator](#)

# Sector Councils and Industry Associations

Sector councils and industry associations are excellent resources for industry specific information. These provide everything from labour market reports to job postings to networking opportunities. You might also find a directory of organizations and companies in the field, which is a great starting point for any job search. More than one association or council might apply to you depending on your interests: consider getting a student membership to reap the greatest benefits.

Your specific occupation of interest might also have its own professional association. A list of these and additional industry sector councils and directories will be listed within the specific pages in our [Exploring Occupations](#) online library. You may also wish to do a Google search to discover other relevant associations, societies and councils, including those that align with region where you wish to work.

**Note:** that this list is not exhaustive. It also includes directories provided by organizations other than sector councils. These are included here as additional resources to support students as they continue to identify potential employers and increase their industry knowledge.

## Broad National & Regional Councils

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## Business, Finance & Administration

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## Natural & Applied Sciences

---

## Health Care

---

## Education, Law, Social Services and Government

### Career Services

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Career planning

Employment resources for students

- [Job boards and industry listings](#)

Co-ops and internships

Discover Your Future in...

Career fairs

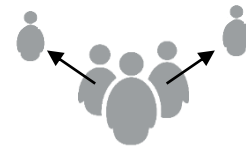




# PEOPLE YOU KNOW

- Family members
- Neighbours
- Friends
- Community members
- Faith community members
- Fellow students
- Coworkers

WILL REFER YOU TO:



# PEOPLE YOU NEED TO KNOW

- Friends of family members
- Coworkers of neighbours
- Friends of friends
- Coworkers of community members
- Friends / co-workers of students
- Friends of coworkers



# NETWORK

specializing in water resources and Indigenous relations  
 Winnipeg, Manitoba, Canada · 62 connections · [Contact info](#)

## Highlights



**1 mutual connection**  
 You and Johanna both know Riddell Faculty



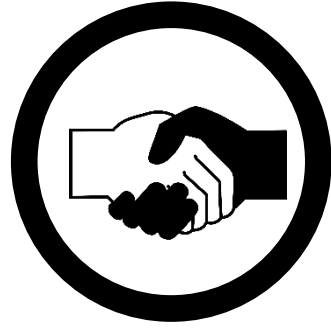
**You both worked at University of Manitoba**  
 You both worked at University of Manitoba from July 2016 to October 2017

[Say hello](#)

## QUICK WINS



NETWORKING EVENTS  
& INFO SESSIONS



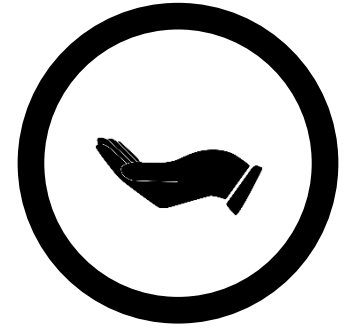
CAREER  
FAIRS



INFORMATIONAL  
INTERVIEWS



WORK /  
CO-OP



VOLUNTEER



NETWORKING: EXAMPLES



# WHY USE LINKEDIN?

- **Career planning**
  - Learn about career pathways and trajectories
  - Learn about industries + potential employers
  - Advice from people in the field
- **Job Search**
  - Postings, networking, demonstrate engagement
  - Online professional presence
  - Marketing tool – 24/7 online resumé
- **Career management**
  - Share your ideas
  - Continue to connect and network



Home



My Network



Jobs



Messaging



Notifications



Me



Work

Try Premium Free for 1 Month

Saved Jobs

Applied Jobs

Job Alerts

Salary

More

Post a free job

Search for your next job

Search by title, skill, or company

Greater Winnipeg Metropolitan Area

Search

Suggested job searches

career counselor

career advisor

student counselor

career coordinator

career coach

career counseling specialist

career specialist

Based on your profile



Try Premium to see jobs where you would be a top applicant



Personal Caregiver | Ste. Anne, Manitoba

Bayshore HealthCare



Behavioural Consultant

DASCH  
Winnipeg, MB



Assistant, Process Development

Emergent BioSolutions  
Winnipeg, MB



Messaging



dietitian

Canada

Search



Achieve your goals with Premium

Jobs

Date posted

Experience level

Salary

Company

Remote

Easy Apply

All filters

dietitian in Canada

261 results

Set alert



### Clinical Dietitian, Nutrition and Rehabilitation

BC Cancer

Vancouver, BC (On-site)

CA\$40.75/yr - CA\$50.87/yr



9 company alumni work here

Viewed · Promoted · 15 applicants



### Registered Dietitian

Southbridge Care Homes

Greater Ottawa Metropolitan Area (On-site)

Promoted · 6 applicants · Easy Apply



### Clinical Dietitian

Southern Health-Santé Sud

Altona, MB (On-site)



7 company alumni work here

Promoted · 9 applicants



### Chronic Disease Education Dietitian - Repost 1

Southern Health-Santé Sud

Portage la Prairie, MB (On-site)



7 company alumni work here

Promoted · 2 applicants

## Clinical Dietitian, Nutrition and Rehabilitation

BC Cancer · Vancouver, BC · Reposted 3 days ago · **Be an early applicant**



CA\$40.75/yr - CA\$50.87/yr · On-site · Temporary · Associate



1,001-5,000 employees · Hospitals and Health Care



9 company alumni work here · 23 school alumni work here



Skills: Dietetics, Nutrition, +8 more



See how you compare to 15 applicants. [Try Premium for CA\\$0](#)



Am I a good fit for this job?

How can I best position myself for this job?

Apply

Save

### About the job

The Clinical Dietitian performs clinical, education, community development and research activities in keeping with the evidence-based practice of Oncology Nutrition.

#### What you'll do

- Using the Nutrition Care Process framework, carry out comprehensive nutritional assessments, identify appropriate nutrition diagnoses, develop and implement



Messaging



CLINIC  
OR DOCTOR

URGENT  
CARE

EMERGENCY

myrightcare



# Winnipeg Regional Health Authority (WRHA)

Healthy people. Thriving communities. Partners in care.

Hospitals and Health Care · Winnipeg, Manitoba · 7K followers · 10K+ employees

Meghan & 33 other connections follow this page

+ Follow

Visit website



Home About Posts **Jobs** People

## About

The Winnipeg Regional Health Authority (WRHA) is one of the largest and most diverse health regions in Canada. It is responsible for providing health care to more than 700,000 people living in the City of Winnipeg as well as the surrounding Rural Municipalities of East and West St. Paul and the Town of...

Show all details →

## Page posts



Winnipeg Regional Health Authority (WRHA)

Home About Posts Jobs **People**

dietician X Clear all

Where they live + Add

13 | Canada

13 | Manitoba, Canada

13 | Greater Winnipeg Metropolitan Area

12 | Winnipeg, MB

Where they studied + Add

9 | University of Manitoba

1 | University of Fredericton

1 | Acadia University

1 | Lakehead University

Show more

## People you may know



**Angelina Desautels** · 2nd  
Nutrition Services Manager at  
Seven Oaks General Hospital

Alex Paton and Stacy Schroder are mutual connections

Connect



**Mae S.** · 2nd  
Registered Dietitian and Content  
creator

Amanda Bibeau, CPHR is a mutual connection

Connect



**Dawne Lachapelle** · 2nd  
Primary Care Dietitian at  
Winnipeg Regional Health...

Phyllis Reid-Jarvis, MPH, PCC, MBTI, Instructor is a mutual connection

Connect



Search

Home

My Network

Jobs

Messaging

Notifications

Me

Work

for 1 Month



## University of Manitoba

Winnipeg, MB · 97,409+ alumni · 116,847 followers

✓ Following

Where imagination and action collide.

[Visit website](#)



Cora & 43 other connections work here

[See all 6,182 employees on LinkedIn](#)

Home

About

Life

Jobs

Alumni

Videos

### Message from University of Manitoba about COVID-19

These are uncertain times for all of us, but the University of Manitoba is committed to providing as much support and clarity as we can. We thank all of you in our UM community for your understanding, patience and efforts. Please remain... [see more](#)

### About

We attract people from around the world who share our ideals and vision for positive change. We believe in embracing challenges and taking action. Our students, researchers and alumni bring their unique voices to learning a... [see more](#)

### Affiliated pages



#### UM Engineering

Higher Education  
708 followers

[+ Follow](#)



#### Executive Education - Asper School of Business

Higher Education  
425 followers



Messaging



More

Message

Connect

Home My Emp

dietician X Clear

Start year 1900

Where they work

9 | Winnipeg Regiona

5 | Southern Health-S

4 | University of Mani

Experience



Women's Health Clinic (WHC)

2 yrs 2 mos

Health Promotion Dietitian

Apr 2022 - Present · 2 yrs 2 mos

Eating Disorder Dietitian

Oct 2022 - Apr 2023 · 7 mos

Winnipeg, Manitoba, Canada



Registered Dietitian

Bliss Counselling and Wellness Centre

Feb 2022 - Present · 2 yrs 4 mos

Manitoba



Diabetes Educator Dietitian

Northern Health Region · Permanent Full-time

Mar 2019 - Sep 2022 · 3 yrs 7 mos

The Pas



Nutrition Coordinator

People you may know



Jessica Wylych  
Entrepreneur/Registe

Phyllis Reid-Jarvis, MPH  
Instructor, Kathryn Dzik  
other mutual conn

Connect

People you may know

From Oribim's company



Breanne Bencharski

Registered Nurse at Wome  
Health Clinic (WHC)

Connect



Cathy Wilkie

Retired Family Physician  
(previously at Women's Hea

Connect

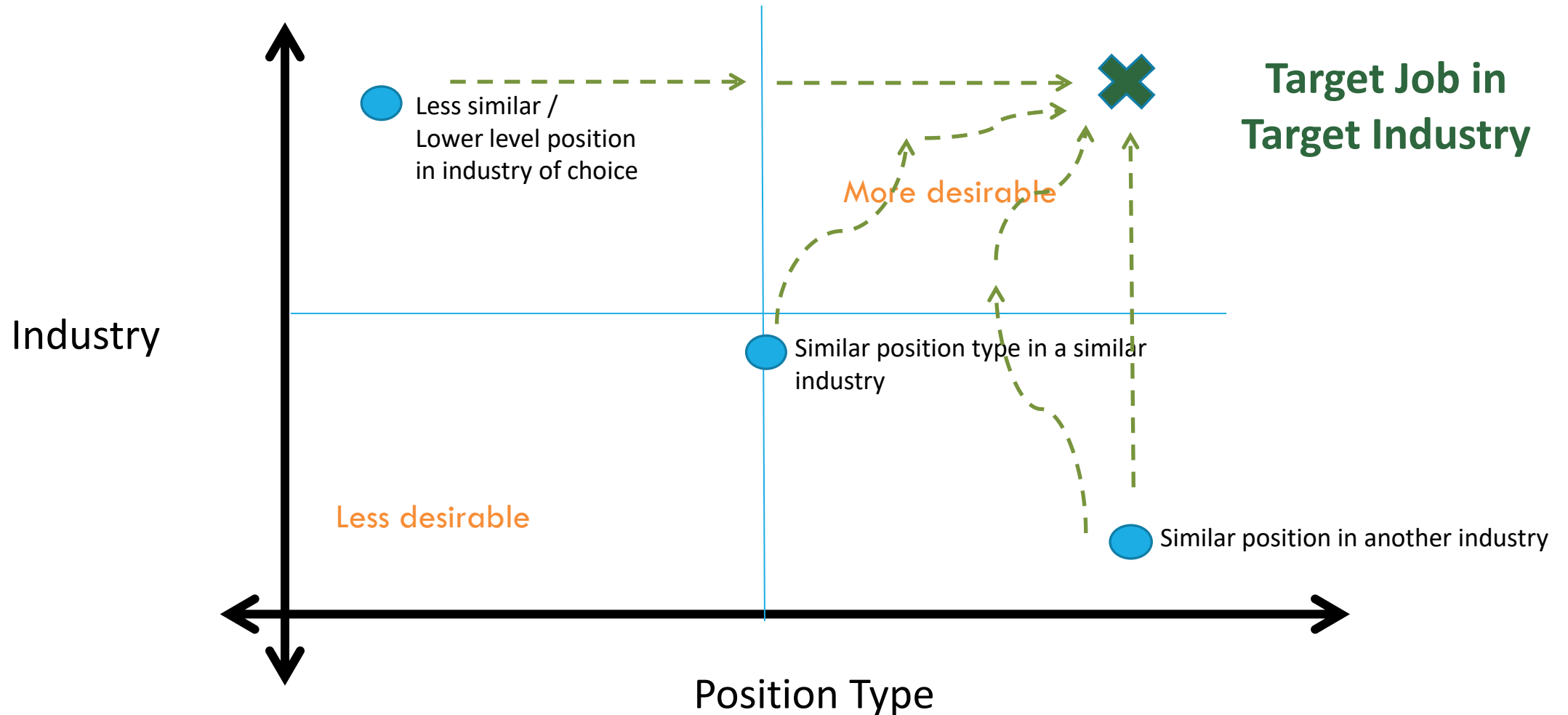


Norah Richards

Counsellor at Womens Hea  
Clinic

Connect

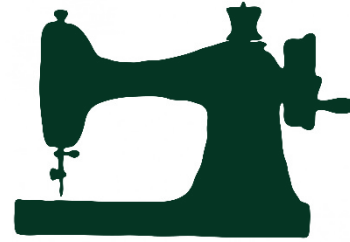
# CAREER TRAJECTORIES: GETTING STARTED / “GETTING YOUR FOOT IN THE DOOR”



# Effective Resumés & Cover Letters



GET  
INTERVIEWS



TAILORED



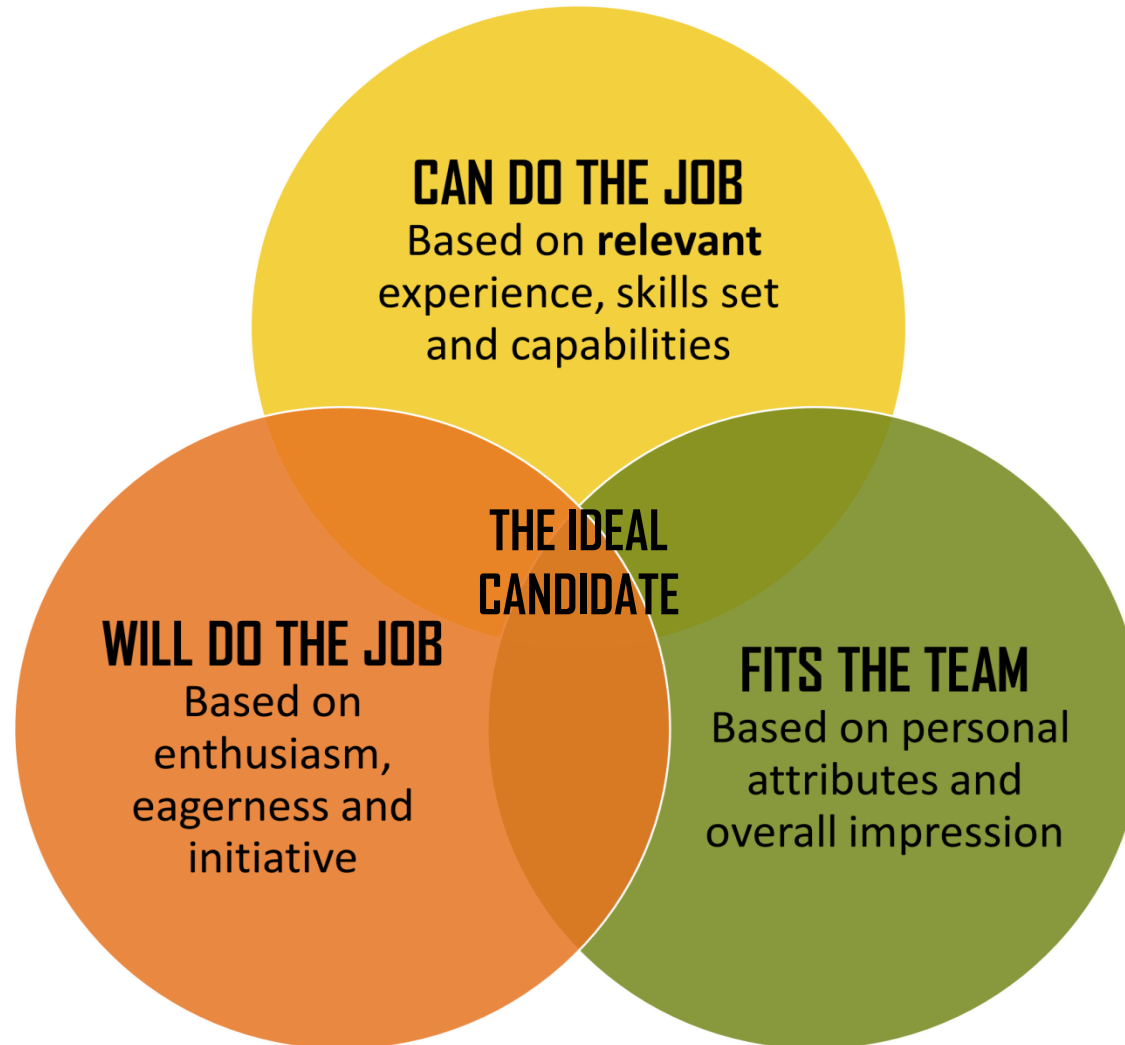
15 - 30  
SECONDS

How are you a fit for the job? Why should they hire you?



# Step 1: Target Your Resumé

## EMPLOYERS WANT SOMEONE WHO...



# ACTIVITY: Think Like an Employer

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**“We’re a big company with big ideas,  
and by gosh, I really like your big r  sum  !”**



**JOB TITLE** Customer Service Representative

**JOB STATUS** Full Time **LOCATION** Calgary, Surrey and Toronto

**DEPARTMENT** Retail Banking

**JOB DESCRIPTION** To understand and provide exceptional across the counter service to fulfill customer needs and expectations. Identify and handle any sales opportunity or refer same to the appropriate branch personnel. Process customer transactions accurately, quickly and efficiently and facilitate use of alternate channels wherever possible.

**QUALIFICATIONS:** Graduate from post-secondary institution

**SKILLS**

- Ability to operate and balance cash on a daily basis.
- Excellent communication and interpersonal skills
- Ability to multi-task and adapt to any situation or change.
- Fast learner, energetic, and results-oriented.
- Problem solver with good judgment and cash management skills.
- Some accounting background would be an asset
- Great communicator and team player.

To apply for this position, please forward your cover letter and resume via email, stating the job title in the subject line, to

[careersca@icicibank.com](mailto:careersca@icicibank.com).

## Skills/Experience to Demonstrate

UNIVERSITY GRADUATE



CUSTOMER SERVICE



COMMUNICATION



CASH EXPERIENCE



TEAMWORK



PROBLEM-SOLVING



SOME ACCOUNTING AN ASSET





# EMPLOYERS' NEEDS

How do we know what they are looking for and where can we find out!

- Job Postings, Job Descriptions
- NOC Code (31121 Dietitians and Nutritionists)
  - <https://noc.esdc.gc.ca/Structure/NocProfile?objectid=ovHQ8Gu313cCsRYJVi%2FU5w%2FavLFsfmqfg%2FqXo7o%2BgrQ%3D>
- [College of Dietitians of Manitoba](#)
- LinkedIn
- Networking- talk to those doing the job! Talk to your profs!
- [Career Services](#) – Website
- [Get Hired](#) – weekly update

# Clinical Dietitian



Winnipeg Regional Health Authority  
Winnipeg, MB

[Apply on WRHA Careers](#)

[Apply](#)

🕒 12 days ago 🏢 Full-time

Requisition ID: 351780

Position Number: 20063367

Posting End Date: Open Until Filled

City: Winnipeg

Employer: Concordia Hospital

Site: Concordia Hospital - Nutrition and Dietetics

Department / Unit: Clinical Nutrition

Job Stream: Clinical

Union: MAHCP

Anticipated Start Date: ASAP

FTE: Casual

Anticipated Shift: Days

Daily Hours Worked: 3.00 - 7.75

Annual Base Hours: 2015

Salary: \$32,094, \$33,191, \$34,423, \$35,520

Grow your career in the Winnipeg Health Services and organizations. We're united by a shared purpose.

## Position Overview

The incumbent is responsible for the following responsibilities:

Education (Degree/Diploma/Certificate)

- Bachelor of Science degree, Human Nutritional Sciences, dietetic or related area from an accredited Canadian university program or the approved equivalent if internationally educated required.

- Graduate of a recognized dietetic internship program which has been accredited by Partnership for Dietetic Education and Practice (PDEP) or planned practicum as requested by the College of Dietitians of Manitoba.

## Certification/Licensure/Registration

- Must be a Registered Dietitian with the College of Dietitians of Manitoba.

- Membership with the Dietitians of Canada (DC) is recommended.

- Cardiopulmonary Resuscitation (CPR) Training requirements for this position shall be in accordance with the WRHA policy.

## Qualifications and Skills

- Comprehensive knowledge and application of medical nutrition therapies.

- Demonstrated ability to interact effectively with various levels of personnel, both internally and externally and within an inter-disciplinary environment.

- Must have effective written and verbal communication skills.

- Ability to adapt readily to a changing environment and respond with initiative.

- Demonstrated planning, organizational and time management skills including the ability to prioritize workload.

- Must be able to function with minimum direction.

- Demonstrated problem-solving and critical analysis skills.

- Ability to use professional judgment to adapt and apply evidenced based guidelines, protocols and professional standards of care to new and changing needs of others.

- Knowledge of human behavior and behavior change process.

- Ability to counsel and motivate others, as individuals and as a group.

- General knowledge of food and nutrient analysis.

- Ability to function in a computerized environment.

- Practices within the professional standards and the ethical, legislative and legal parameters of the profession (e.g. the act and code of ethics of the College of Dietitians of Manitoba).

## Physical Requirements

- Must be in good physical and mental health and be able to sit, stand or walk for extended periods of time without resting.

- Must be able to work under stress and time constraints.

- May be exposed to infectious diseases, blood and body fluids, toxic materials, noise, allergens, physical and emotional stress.

- May encounter aggressive and/or agitated clients/visitors/staff.

- Must be able to travel to meetings (on-site and off-site).

- May be occasionally required to work extended hours.

- May be required to work a variety of shifts including weekends.

iversity program or the approved

tion and Practice (PDEP) or planned

HA policy.

n an inter-disciplinary environment.

andards of care to new and changing

the act and code of ethics of the

esting.

tional stress.

use Registry Check and Adult Abuse  
incurred. A security check is considered

bine to equal more than 1.0 EFT. The  
nnipeg, Pan Am Clinic, River Park  
pril 1, 2024, Golden West Centennial

## JOB POSTING

**In order to meet the needs of an employer and get an interview, my resume will have to demonstrate what skills or attributes?:**

- Must be a registered dietician with the College of Dietitians of Manitoba
- Membership with the Dietitians of Canada (recommended)
- Physical requirements
- Problem solving, communication, interpersonal, critical analysis, adaptability leadership, and time management skills

# Step 1: Target Your Resumé

## TECHNICAL VS. TRANSFERABLE SKILLS

Which do employers value more?

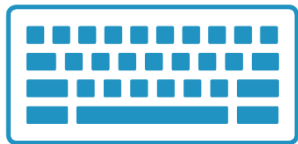
Technical Skills



Transferable Skills

Required to perform a particular task

Easily transferred from 1 situation to another



**CODING**

**LAB SKILLS**

**COMMUNICATION**

**ORGANIZATION**

# NOC – DIETITIAN (3132)

## ■ 3132 - Dietitians and nutritionists

Dietitians and nutritionists plan, implement and oversee nutrition and food service programs. They are employed in a variety of settings including hospitals, home health-care agencies and extended care facilities, community health centres, the food and beverage industry, the pharmaceutical industry, educational institutions, and government and sports organizations, or they may work as private consultants.

### ■ Main duties

- Develop, administer and supervise nutrition and food preparation and service programs in hospitals, nursing homes, schools, company cafeterias or similar settings
- Evaluate nutritional status of individuals and provide nutrition guidance and consulting to health professionals, individuals, dietetic interns, community groups, government and the media
- Aid in the prevention and/or treatment of inadequate nutrition
- Plan, evaluate and conduct nutrition education programs and develop educational materials for various audiences
- Practice on an individual basis or as a member of an interdisciplinary team to determine nutritional needs of patients and to plan, implement and evaluate normal and therapeutic menus to maintain and enhance general health
- Analyze current scientific nutritional studies, conduct research and evaluate program effectiveness to improve the nutritional value, taste, appearance and preparation of food
- Work within industry in the development, testing and evaluation, and marketing of food and nutrition products or as a company representative supplying product related information to health professionals
- Confer with other health professionals, community groups, government and the media to provide consultation and advice in areas of nutrition interpretation, intervention and policy
- Supervise training of dietetic interns.

# Step 1: Target Your Resumé

## SKILLS FROM SCHOOL

### Research Papers

- Research
- Writing
- Computer
- Time management
- Critical thinking

### Class Participation

- Communicate
- Demonstrate positive attitudes
- Thinking
- Share information

### Group Projects

- Work with others
- Problem solve
- Flexible
- Give and receive feedback
- Project management
- Time management

### Technical Skills

- Learn continuously
- Adaptable
- Responsible
- Work Safety
- Expertise and Competency

# Step 2: Choose a Resumé Style

## CHRONOLOGICAL VS COMBINATION

Chronological



**MOST RECENT  
JOBS FIRST**

Advantage:



Show off consistent,  
relevant work history.

Combination



**HIGHLIGHT  
SKILLS**

Show off skills from  
school, work, volunteer  
then show work history.

## Matthew Smith (He/Him)

Winnipeg, MB  
204-123-4567

[m.smith@email.com](mailto:m.smith@email.com)

[linkedin.com/profile/masmith](https://www.linkedin.com/profile/masmith)

### EDUCATION

**Bachelor of Science in Human Nutritional Sciences** 2019 – Present  
University of Manitoba  
Major: Nutrition  
Minor: Option in Aging  
Expected graduation date: October 2024

### RELATED EXPERIENCE

**Communications Coordinator** 2021 - Present  
Nutrition Education and Community Outreach (NECO) – Winnipeg, MB

- Led communication and outreach for student [group](#)
- Utilized and managed social media channels to attract current and prospective students to join the [group](#)
- Reached out and networked with professionals in the field to arrange speaking engagements for student development and [learning](#)
- Aided in coordination of fundraising and social events and developed initiatives to raise awareness for the [field](#)
- Adapted communications and outreach strategy to remote format

**Student Volunteer** 2021 - Present  
Child Nutrition Council of Manitoba

- Aided with crafting a nutrition program at Elementary School
- Coordinated with colleagues on menu planning, shopping, cooking, and [serving](#)
- Led engaging nutrition and food preparation activities for elementary school [students](#)

**Dietary Aide** 2020 - Present  
Health Sciences Centre, Winnipeg MB

- Prepared nutritious meals on meal trays for patients in accordance with safe, sanitary food handling practices
- Carefully portioned food items, following instructions in prep charts and nutrition [labels](#)

- Diligently checked working area and equipment was clean to ensure patient health and [safety](#)

### OTHER EXPERIENCE

**PRISM Mentor** 2022-Present  
Big Brothers Big Sisters of Winnipeg

- Utilized interpersonal communication skills to foster intergenerational connections and support PRISM [mentee](#)
- Planned outings on a weekly basis around the city, introducing mentee to the local queer community and safe queer [spaces](#)
- Provided accurate referrals for mentee to local resources and supports as [necessary](#)

**Team Member** 2019 - 2018  
~~Ereshii~~, Winnipeg MB

- Provided exceptional customer service and accommodated customer needs with food orders, including substitutions, allergies, and [preferences](#)
- Prepared food in accordance with customer requests and food safety protocol
- Communicated with colleagues to correctly prepare food and serve customers in a fast-paced [environment](#)
- Operated a cash register efficiently, providing accurate change and balancing till at the conclusion of each [shift](#)

### MEMBERSHIPS AND CERTIFICATIONS

Student Member, Dietitians of Manitoba 2019  
CPR and First Aid 2018  
Food Handler's Certificate, Manitoba Health 2018

### INTERESTS

Swimming, rock climbing, and skiing.



**SAMPLE COMBINATION RESUME**

**Meredith Grey**

201 – 110 Job Search Road  
Small Town, MB R7N 2C4  
C:| (204) 555-0989  
E:| Meredith.Grey@greysanatomy.ca

**EDUCATION**

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**Bachelor of Nursing Program** **April 2010**  
University of Manitoba

**SUMMARY OF SKILLS**

---

**Clinical**

- Provided competent nursing care and assessment for pediatric patients ranging from 3 to 12 years of age to guarantee proper care and treatment
- Assessed and assisted in early detection of deviations from the norm and provided competent family-centered care to ensure the health of the woman and baby
- Performed comprehensive health assessments, integrated theoretical knowledge of the geriatric population taking into account age-related changes, role transitions, and psychological adjustments to patients with health problems in a safe and clean environment

**Interpersonal/Communication**

- Provided a safe and protective environment while assisting patients to meet self-care needs
- Established rapport with patients through shared time, supportive relationships, and health teaching to provide service tailored to their needs
- Provided support to help make the visit a positive experience and showed sensitivity to patient and family's social, spiritual, cultural and economic needs

**WORK EXPERIENCE**

---

**Pediatrics** **September 2014 - Present**  
**Children's Hospital**

- Recognized the family as an important resource for the child to provide a safe environment for children and their families
- Communicated effectively with other members of the health care team, personally and professionally, building a healthy relationship in the process
- Designed and constructed an age appropriate puzzle for school-age children and encouraged through play therapeutic conversation, healthy eating habits, independence and socialization

**Labour and Delivery** **September 2013 – August 2014**  
**Victoria General Hospital**

- Encouraged parent-newborn attachment and appropriate adequate instruction during pregnancy labour, birth and postpartum period through assessing readiness, willingness and ability to learn

**Adult Medical and Palliative** **December 2012 – August 2013**  
**St. Boniface General Hospital**

- Provided competent nursing care for patients with conditions such as chronic obstructive pulmonary disease, pneumonia, tuberculosis, pancreatitis, chronic renal failure, urinary incontinence, diabetes, frostbite, hypertension, osteoporosis, arthritis and others

**Psychiatry** **October 2010 – December 2012**  
**Grace General Hospital**

- Provided a safe and protective environment while assisting patient to meet self-care needs
- Established rapport with patients through shared time, supportive relationship, and health teaching
- Encouraged the patient to learn new adaptive strategies to cope effectively with life stressors

**Urology Surgical** **June 2010 – October 2010**  
**Health Sciences General Hospital**

- Complimented by instructor as "strong" for each of the following intents: acquisition and application of clinical knowledge and skills caring, professional relationships within established boundaries nursing inquiry, critical thinking, evidence based and ethical professional practice

**VOLUNTEER EXPERIENCE**

---

**ABC I Can Learn Preschool** **December 2010 - Present**

- Encouraged through activities and song, communication, trust and hand washing for new immigrant children and families
- Collaborated with social workers to provide health related resources for a pre-adolescent girls group

**McDreamy Medical Centre** **January 2006 – June 2008**

- Communicated with patients at risk for social isolation as identified by the health care team

**ACTIVITIES & INTERESTS**

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- **Art history;** enjoy visiting and reading about historical sites and artifacts
- **Teaching;** assisted in tutoring daughter in Masters of Teaching program
- **Writing;** enjoy writing stories, papers, and pamphlets; invited to write article for nursing journal

# Possible Resumé Headings:

**BE STRATEGIC – tailor to every position**

- Profile
- Highlights of Qualifications
- Professional Qualifications
- Summary of Qualifications
- Technical Skills
- Related Skills
- Professional Experience
- Additional Experience
- Employment History
- Work Experience
- Work History
- Experience
- Professional Background
- Relevant Experience

- Additional Skills
- Computer Applications
- Coaching Experience
- Community Involvement
- Community Service
- Professional Activities
- Extracurricular Activities
- Volunteer Activities
- Research
- University/Campus Activities
- Hobbies & Interests
- Activities & Interests
- Interests
- Teaching Experience

- Conferences/Conventions
- Memberships/Associations
- Education
- Education and Training
- Professional Training
- Professional Development
- Additional Training
- Academic Training
- Workshops/Seminars
- Personal Achievements
- Certifications
- Scholarships and Awards
- Languages
- Volunteer Experience

# Step 2: Choose a Resumé Style

## DO NOT INCLUDE PERSONAL INFORMATION

It is illegal for an employer to use certain subject when making a hiring decision



PERSONAL PHOTO



RELIGION



RACE /  
NATIONALITY



AGE



HEALTH



MARITAL STATUS



GENDER /  
PREGNANCY



SEXUAL  
ORIENTATION



FAMILY STATUS



DISABILITY



SOCIAL  
INSURANCE #



POLITICS

## Step 2: Choose a Resumé Style

### AVOID OUTDATED STYLE

USE A PROFILE

START WITH AN  
ACTION VERB

BRING  
REFERENCES TO  
THE INTERVIEW

USE  
DEMONSTRATION  
STATEMENTS

# Resumés & Cover Letters: Top 5 Tips

1

Always **follow the instructions** in the posting!

- Your resumé does not need to be 1 page!

2

**Tailor** your documents for each job application!

- **Adapt** your language and **reorganize** - reorder/prioritize content within your resume
- The employer should be able to see your **most relevant skills** for that job immediately highlighted

# Resumés & Cover Letters: Top 5 Tips

3

Effectively represent your **Education!**

- List relevant courses within this section.
- Include a Projects section that highlights relevant projects completed during your degree

4

Don't forget to highlight your transferrable foundational/soft skills!

- Where did you develop these? Provide evidence – don't list one word

5

Cover Letters – Indicate **WHY** you want the job!!

- There is no opportunity to share this in your resumé or before your interview.

# APPLICANT TRACKING SYSTEMS (ATS)

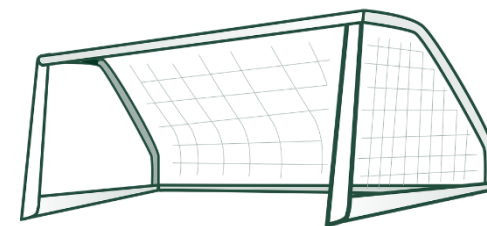
- ✓ Straight forward/common section titles
  - E.g. Use the word “Experience” for work and/or volunteer sections
- ✓ Standard job position titles
- ✓ Education – accurately list institution and degree name
- ✓ More than one role at an organization – repeat the organization name
  - More than one position at an organization? List as a separate experience/repeat employer name → Good practice to show progression in company by writing name of company again.
  - Same rule for school! Repeat institution name with diploma
  - On campus job? Include specific department/office name.
- ✓ Avoid using hidden tables to present information (i.e. skills)
  - Hidden columns for skills list can be challenging for it to reach (left to right) – use bullet points in front of each skill or comma after each skill
- ✓ Avoid using borders, graphics and images
  - Graphic resumes can be presented or viewed for interview round; often not read properly by ATS
  - In North American and Europe, some systems completely reject a document with a photo/graphic



**Resume Tips  
for ATS**



# Demonstration Statements: THE FORMULA



**ACTION VERB**



**NOUN**



**IMPACT**

**BONUS:** Qualify / Quantify

Use Adjectives & Numbers to enhance your statements

Answer 2:

Who? What? Where?  
When? Why? How?  
What was achieved?



# Step 3: Demonstration Statements

## LET'S TRY IT

**ACTION VERB**



**NOUN**



**IMPACT**

BONUS: Qualify / Quantify

Answer 2

**ACTION VERB**



**NOUN**

**QUANTIFY**



**IMPACT**

Supported and  
counseled

clients

ages 7-14

by email, phone and in-  
person during times of  
extreme personal crises

How?

When?

# Step 3: Demonstration Statements

## LET'S TRY IT

**ACTION VERB**



**NOUN**



**IMPACT**

BONUS: Qualify / Quantify

Answer 2

**ACTION VERB**



**NOUN**

**QUANTIFY**



**IMPACT**

Graded

assignments

of 100

undergraduate Chemistry students, providing written feedback and ideas for improvement during bi-weekly office hours

How?

When?

# Step 3: Demonstration Statements

## LET'S TRY IT

**ACTION VERB**



**NOUN**



**IMPACT**

BONUS: Qualify / Quantify

Answer 2

**ACTION VERB**



**QUALIFY**

**NOUN**



**IMPACT**

Interacted

compassionately

with elderly  
patients

when delivering meal  
trays in a busy  
hospital environment

When??

Where?



# Demonstration Statements: EXAMPLE



BONUS: Qualify / Quantify

Answer 2



Graded

assignments

of 100

undergraduate Computer Science students, providing written feedback and ideas for improvement

Who?

How?



**ACTION VERB**



**NOUN**

**BONUS:**

**Qualify / Quantify**

**Awarded** employee of the month **three times over** as a result of providing consistent and high level of service to customers.



**IMPACT**

Answer 2:

Why?

Who?

**Demonstration  
Statements:  
EXAMPLE  
ACHEIVEMENTS**



## COMMUNICATION VERBS

Trained/Supervised	Consulted
Arranged	Documented
Collaborated	Participated
Facilitated	Informed
Presented	Trained

**Demonstration  
Statements:  
WRITE YOUR  
OWN**

Instead of listing “Excellent communicator” or “Communication skills” provide evidence for where and when you’ve developed these skills.

- Where and when have you had to communicate effectively?
- How did you communicate? (e.g. writing, verbal) Who did you communicate with?
- What makes you an “excellent” communicator? (Watch adjectives!)



# Demonstration Statements: WRITE YOUR



## Step 1: Think about Your Target Position and Industry

It's important to consider what jobs and organizations to which you will be applying. Your resume and cover letter should be tailored for the position and employer. As you review postings, note:

- What competencies (skills, knowledge and attitudes) the employer is looking for / the position requires. Your resume and cover letter should highlight those that matter most for the position.

*\*Tip: Also reflect on how your **education and courses**, not just past experiences, connect to the job!*

*What competencies does the employer want? Consider their language and reflect on your own experiences.*

### Reflection:

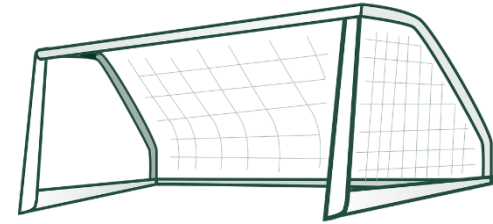
**A. What did I do on the job / in that role / in that course?**

**B. HOW did I complete my work?** Reflect on: **People** – Who did I work with to complete tasks and how did I work with them? **Practice/Process** – What steps and new or established techniques did I use? **Policies** – What rules, guidelines, regulations and protocols did I follow? (i.e. safety, confidentiality) **Tools and Technology** – What equipment, software, etc. did I use to complete tasks?

<p>What tasks and activities did I complete? <i>What did I do?</i></p>	<p><b>*Task Reflection: <i>How did I do it?</i> + Skills Assessment: <i>What skills did I use/develop? Knowledge learned? Think about achievements – were you commended for anything? Did you complete your work different from others?</i></b></p>

# Step 3: Demonstration Statements

## SHARE OUR EXAMPLES



**ACTION VERB**



**NOUN**



**IMPACT**

*BONUS: Qualify / Quantify*

Use Adjectives &  
Numbers to jazz up  
your statements

*Answer 2:*

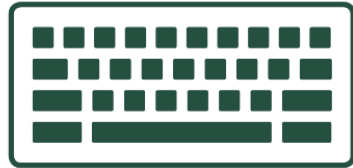
Who? What? Where?  
When? Why? How?  
What was achieved?



# YOUR COVER LETTER



**ALWAYS INCLUDE**



**WRITING SAMPLE**



**NAME HIRING  
MANAGER**



**MATCH RESUMÉ**

# YOUR COVER LETTER

1

## INTRODUCTION

- ✓ Why you are writing
- ✓ Show interest
- ✓ Position number

2

## BODY

- ✓ Skills & experience
- ✓ Examples
- ✓ Show match

3

## CONCLUSION

- ✓ Summarize main message
- ✓ Request interview
- ✓ Thank the reader

# COVER LETTER FORMAT & EXAMPLE

## HANDOUT PACKAGE PAGE 11

**DATE** June 12, 20XX

**CONTACT NAME/TITLE, COMPANY, & ADDRESS** Ms. Nicole Chau  
Human Resource Manager  
Health Policy Research Centre  
398 Main Street  
Winnipeg, MB R4L 2X9

**DEAR...** Dear Ms. Chau,

**INTRODUCTION**

I am extremely interested in the Research Assistant opening at the Health Policy Research Centre, A3421, as advertised on your website. Your organization has an outstanding record of high calibre research which regularly impacts the way local health institutions and governments deliver health services to Manitobans. I believe that my psychological research experience coupled with my strong interpersonal skills would make me an excellent addition to your team.

**BODY**

I am particularly intrigued by the research being done on the intersection between poverty and mental health. I have studied these topics extensively in my psychology degree – often citing Health Policy Research Centre publications in my writing on the subject. Beyond this, I have strong statistical analysis skills. I have been trained in all areas of statistical analysis, utilizing various tools in my previous research experience. I presented at the Manitoba Youth Symposium. I have a talent and a passion for research, which I enthusiastically bring to my work with your organization.

My knack for research is enhanced by my ability to work with others. I have honed my communication skills through my supervisory experience in the service industry and consistently demonstrated teamwork. I have extensive volunteer experience. Further, by volunteering with Open Door Society, I not only developed my ability to be an effective listener, but also worked closely with stakeholders in your research. I gained insight into the experiences of the low socioeconomic status youth which are central to your research as well as the community health agencies who serve them. This makes me uniquely qualified to research this subject.

**CONCLUSION**

I am confident that I have the qualifications and skills that are a great match for this position. I look forward to meeting with you in an interview to further discuss this exciting opportunity. Thank you for your time and consideration.

Sincerely,

Anita Career

✓ Job title  
✓ Posting#  
✓ Why this company  
✓ Job title  
✓ Explain unique skills needed at company  
✓ Prove skills, going beyond resumé  
✓ Relate skills back to needs of company  
✓ Say thank you  
✓ Mention Interview

## This cover letter is effective because:

- ✓ A professional business letter format
- ✓ Personally addressed
- ✓ Mentions the position title and number
- ✓ Highlights her interest in/shows an understanding of the organization and it's mandate. (She's done her research!)
- ✓ Relates her skills to those in the job posting
- ✓ Confident and enthusiastic

# CAREER SERVICES SUPPORT



## WORKSHOPS

Register on UMConnect:  
[umconnect.umanitoba.ca](http://umconnect.umanitoba.ca)



## BOOK AN APPOINTMENT

474 University Centre  
204-474-9456



## 24/7 ONLINE RESOURCES

[umanitoba.ca/careerservices](http://umanitoba.ca/careerservices)

