

Resumes & CVs

What to Include in a Cover Letter

NAME

Address

City, Province

Postal Code

Date

Name of Contact

Title

Name of Company/Organization

Full Address

Re: Competition Number (if applicable)

Dear Mr. or Ms. Name:

Opening Paragraph: State why you are writing. Specify position or type of work for which you are applying. You should mention how you heard of the opening (this is of great interest to the employer).

Middle Paragraph: Relate your skills, interests, knowledge, and abilities to the needs of the employer; point out relevant training, education, and employment; elaborate on your courses; your field work if appropriate; highlight extra-curricular and volunteer experience.

Third Paragraph: Explain why you are interested in working for the employer, specify your reasons for wanting this type of work, try to convince the employer of your ability, suitability, and interest.

Closing Paragraph: Use an appropriate closing to pave the way for an interview.

Best regards/Sincerely,

Signature

Type your name here



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Resumes

Chronological Resume

NAME

Address

City, Province, Postal Code

Phone Number Email address

Career Objective

The objective is your opportunity to highlight the contribution you can make to the employer. Explain why your academic background, employment experience and skills make you an excellent candidate.

The objective should be customized to each particular position. This section must be clear and well written. Avoid using personal pronouns. *You can also substitute or add a Skills Profile here.*

SKILLS PROFILE

This section should include a short list of relevant skills (approximately 5-7) that are targeted toward the job you are applying for.

- Two years customer service experience with proven interpersonal skills
- Excellent writing and research skills, using a variety of sources
- Computer skills: Microsoft Word, Excel and WordPerfect
- Fluent in French and English: oral, written and reading.

EDUCATION

Title of Degree

20xx – 20xx

University Attended, City, Province

- Relevant courses or special projects, title of thesis
- Scholarships, awards, Dean's List

WORK EXPERIENCE

List previous or current positions that are related to the job you are currently seeking in reverse chronological order (i.e. most recent first and work backwards). Include your job title, place of employment, geographic location and related dates. Use complete **accomplishment based statements**.

Title of Position

20xx – Present

Name of Company/Organization, City, Province

- Effectively supervised...
- Dynamically trained...
- Quickly and efficiently organized...



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Resumes

Title of Position**Summer 20xx**

Name of Company/Organization, City, Province

- Researched ... resulting in a successful classroom presentation
- Wrote ... resulting in co-publishing an article on...
- Analyzed ... discovering a computer virus which...

APPLIED PROJECTS/WORK RELATED EXPERIENCE (Optional)

In this section you can highlight any work related projects you may have completed during your studies that have provided you with some practical experience. Discuss the problem or challenge, the technology and technical skills involved, methods used and results obtained.

VOLUNTEER EXPERIENCE (Optional)

This section may be omitted if its content is not relevant. You may also include your volunteer work under your "Extra-curricular Activities" heading. Follow the guidelines used for outlining your "Work Experience" above and include the title of your position, the name of the organization and the dates you were associated with this organization.

Title of Volunteer Position

Name of Company/Organization

20xx-present

City, Province

EXTRA-CURRICULAR ACTIVITIES

Can include **current** volunteer work (if not including a volunteer experience section), as well as sports activities, hobbies, club/group memberships. Include your student memberships in professional organizations such as CIPS, IEEE, Commerce Society, etc. Try to avoid listing activities from high school as your list should be **current**. Extra-curricular activities can demonstrate: teamwork skills, leadership abilities (i.e., Club President, Team Captain), time management (i.e., balancing academic and recreational activities), organizational skills (i.e., planning events).



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Practice Interview Questions for Field Placements

1. Please outline why you are interested in pursuing a placement with this agency.
2. What do you know about our agency's role in the community, and our programs and services?
3. What are your specific learning goals for a placement within this agency?
4. How is your previous experience applicable to the work we do here? Why should we select you for this field placement position?
5. What are some of the social work theories/approaches that you have been trained in and/or have used in your past work/volunteer experiences?
6. Please describe your experience in working with (e.g. persons with mental health issues, persons with disabilities, seniors or older adults, children, youth and families, immigration/refugee issues, poverty and homelessness, etc.) Please outline your experience and/or describe how would approach this work.
7. Please describe your research experience or any relevant courses/training you have taken in this area.
8. Please describe a time where you advocated for someone or advocated on a broader social issue.
9. Please describe your experience and/or coursework in community development or community organizing. What do you think is the role of a community developer?
10. What types of assessments have you used in the past or have been trained on?
11. What is your experience in facilitating groups? Please describe three essential skills of a group facilitator.
12. Our agency deals with vulnerable individuals and confidential information. Please outline your understanding of confidentiality and what that would look like in this agency and with a placement here.
13. How do you describe your personal boundaries?
14. How might you handle a situation where a client asks you a question about your personal life or experiences?
15. How might you handle a situation where a person comes to our services who you know from outside of the agency?
16. What would you do if a client tries to "Friend Request" you on Facebook?
17. What types of clients might be difficult for you to work with? What are your thoughts on why this might be?
18. Our work is crisis oriented. Can you provide an example of how you have managed a crisis, or averted a potential crisis? If you don't have direct experience with this, how would you manage a crisis situation?
19. Describe a situation where you had to resolve a conflict at work or in school. What role did you play in this conflict? What was the outcome? What did you learn from this situation?
20. Tell me about a time where you were a member of a successful team, whether it was in a work environment, or on a school project. What were the factors that contributed to the success of the team and what was your contribution?
21. Some of our work involves going into a client's home. Some of these environments may be dirty, cluttered, may have bed bugs, and you may be exposed to second hand smoke. How might you handle such an experience?

22. What do you think would be the most difficult aspect of working with children and families receiving child protection intervention? What support would you need to manage these challenges?
23. What is your learning style? How and when do you use supervision? What type of supervision do you prefer?
24. Tell me about a time when you had to learn something new. How did you approach that experience? What was helpful for you in that situation?
25. What do you judge to be your major successes or accomplishments in your past fieldwork? How did you achieve these?
26. Tell me about a time when your work (school assignment, work or volunteering) was criticized? Describe the situation and your response?
27. What major disappointments/failures have you had in past fieldwork? How did you handle them?
28. What types of self-care practices do you engage with? What would that look like in this setting if you were selected for this placement?
29. Where do you see yourself in relation to social work in the next 2 to 5 years?
30. This position requires a lot of independent thinking and initiative. There is minimal supervision. How would you learn and contribute in this setting given these realities?