

May 2025

# Generation for Equality: Job Search and Career Planning Toolkit

Native Women's  
Association of Canada



L'Association des femmes  
autochtones du Canada



The Native Women's Association of Canada (NWAC) is a national Indigenous advocacy organization representing the political voices of Indigenous women, in all their diversities, in Canada. NWAC advocates for and works with Métis, Inuit and First Nations – on- and off-reserve, status, and non-status, disenfranchised – across Canada. NWAC works to enhance, promote and foster the social, economic, cultural, and political well-being of Indigenous women, in all their diversities, within their respective communities and Canadian society.

---

**This toolkit was prepared by Fateme Abdi, Nishanthini Mahendran, and Jared Leedham.**

The Native Women's Association of Canada acknowledges the support, input and contributions of the NWAC National Youth Council and Sharing Circle participants.

This project was made possible by funding from Women and Gender Equality Canada.

**Disclaimer:** This toolkit is intended to provide general advice and recommendations for Indigenous youth intending to start their career. Everyone is responsible for using their best judgement when preparing, applying, and searching for employment opportunities.

For more information on NWAC's work related to our Generation 4 Equality project, or to reach out about any questions regarding this toolkit, please contact: [policy@nwac.ca](mailto:policy@nwac.ca)

Recommended citation: Native Women's Association of Canada. 2025. *Generation 4 Equality: Job Search and Career Planning Toolkit*. Native Women's Association of Canada. Gatineau, QC.

## **Generation for Equality**

---

NWAC's Generation for Equality (G4E) is a platform for Indigenous youth to gather information, ask questions, and connect with others working towards gender equality and gender diversity. The G4E platform represents an Indigenous youth-led movement which provides a critical space for Indigenous youth to engage on the issues impacting them the most. The G4E platform includes, and celebrates, the voices and experiences of Indigenous youth of all genders and gender expressions advocating for gender equality and gender-diversity.

## **About This Toolkit**

---

With funding from Women and Gender Equality Canada (WAGE), NWAC was able to hold engagement sessions with Indigenous youth to explore the barriers to post-secondary education and employment. In these sessions, Indigenous youth emphasized a need for greater and more relevant information on jumpstarting their careers.

This toolkit was developed by NWAC based on insights from engagement sessions and aims to empower Indigenous youth in pursuing their career aspirations. This toolkit is focused on job search and career planning, developing a résumé and cover letter, networking, and interviewing. By providing these resources, NWAC aims to assist Indigenous youth in reaching their career potential.

# Contents

<b>Job Search and Career Planning</b>	<b>4</b>
Where to Find Job Listings .....	6
Types of Jobs .....	7
Résumé Content .....	13
Résumé Writing Tips .....	16
Cover Letter .....	18
Workshops .....	21
<b>Networking</b>	<b>22</b>
How to Network .....	22
Where to Network .....	23
Preparing for Informational Interviews .....	25
<b>Interviewing</b>	<b>28</b>
Preparing for an Interview .....	28
At the Interview .....	31
After the Interview .....	32
<b>Closing Remarks</b>	<b>34</b>
<b>Annex</b>	<b>35</b>
Annex 1 .....	35
Annex 2 .....	37
Annex 3 .....	38

# Job Search and Career Planning

An important step in transitioning from school to the workforce is preparing to enter the job market. This process can be challenging and requires careful preparation, research, and access to the right resources. Whether you are applying for a full-time or part-time job, an internship, or a co-op, having the right resources to help you find a job that matches your skills, career goals, and values is important.

Today, a lot of work goes into starting a career and there is more to job searching than clicking apply on websites like LinkedIn and Indeed. To help achieve your career goals, NWAC has prepared this toolkit to assist applicants in applying different techniques and approaches to break into the job market.

## Public and Private Sector

---

Understanding and distinguishing between the public and private sectors can be helpful for recent graduates and job seekers. Moreover, understanding what the different industries offer to job seekers may help them in determining what sector is the best fit for them.

According to Statistics Canada, the public sector includes municipal, provincial or federal government, government services or agencies (i.e., Canada Border Service Agency, Canada Revenue Agency), Crown Corporations (i.e., Bank of Canada, VIA Rail Canada Inc.), or a government funded establishment such as a school or hospital.<sup>1</sup> Organizations working in the public sector are typically not for profit, meaning any profits will be reinvested into the delivery of programs and services.<sup>2</sup> Working in the public sector comes with several benefits, including greater job security, flexible work arrangements, better remuneration (i.e. pension plans and health insurance), and an associated sense of purpose.<sup>3</sup> Although the potential earnings in the public sector are usually less, individuals in this field may feel more fulfilled as they are working towards a public good.

Conversely, the private sector encompasses companies and organizations that are privately owned and operated. The sole purpose of private sector entities is to turn a

---

1 Statistics Canada. (2024). "Classification of industry sectors, private or public." *Statistics Canada*: <https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=1255295&CVD=1255295&CLV=0&MLV=1&D=1>

2 Indeed Editorial Team. (2024). "What Are the Differences Between Public vs. Private Sector?" *Indeed*: <https://ca.indeed.com/career-advice/career-development/public-vs-private-sector>

3 Indeed Editorial Team. (2024). "Guide to Understanding the Public and Private Sector." *Indeed*: <https://ca.indeed.com/career-advice/finding-a-job/public-and-private-sector>



profit. Organizations within the private sector may fall under sole proprietorships (i.e., local grocery store), partnerships (i.e., law firm), small and medium-sized enterprises, large corporations and multinationals (i.e., the Coca Cola Company), and professional and trade associations (i.e., Canadian Bankers Association).<sup>4</sup> Within the private sectors, individuals usually expect higher salaries/wages, greater opportunities for career advancement, and greater job opportunities.<sup>5</sup> According to Innovation, Science and Economic Development Canada, approximately 17.2 million individuals were employed in 2022 of which 71.1% reported working the private sector. The overall size and depth of the private sector means there are ample opportunities to find employment.

## **Diversity, Equity and Inclusion**

Over the last several years, many public and private sector employers have adopted policies based on Diversity, Equity and Inclusion (DEI) in the workplace. In doing so, workplaces are adopting these policies to promote the fair treatment and full participation of all peoples that have been underrepresented or subject to discrimination in the workforce.<sup>6</sup> According to the Government of Canada, each is defined as:

- **Diversity:** The variety of identities found within an organization, group, or society (i.e., culture, ethnicity, religion, sex, gender, etc.).
- **Equity:** Considering people's unique experiences and differing situations, and ensuring they have the resources and opportunities that are necessary to attain just outcomes.
- **Inclusion:** Using proactive measures to create an environment where people feel welcomed, respected, and valued.<sup>7</sup>

---

4 Ibid.

5 Ibid.

6 Canadian Centre for Occupational Health and Safety. (2024). "Diversity, Equity, and Inclusion in the Workforce." *Government of Canada*: <https://www.ccohs.ca/oshanswers/psychosocial/diversity-equity-and-inclusion-in-the-workplace.html>

7 Ibid.



By upholding these policies, organizations are attempting to create more inclusive work environments. Some of the benefits associated with this policy include:

- Improved creativity and innovation;
- More informed and inclusive decision-making;
- Access to a wider range of candidates; and,
- Increased engagement and retention.<sup>8</sup>

During the application process, employers may ask interested applicants' questions pertaining to their identity, background, sex and gender to help identify potential candidates. However, meeting DEI qualifications does not guarantee an applicant will be interviewed or hired. Applicants should work diligently to make sure their skills and abilities fit within a given roll.

## Where to Find Job Listings

After updating your résumé and cover letter, and any other networking profile, it is important to dive into researching what is available. Consider looking at job boards (i.e., Indeed, LinkedIn, Monster) or organization career webpages, these are great options when first beginning to search for jobs.<sup>9</sup> Moreover, consider setting up job alerts when submitting online applications that will notify you when new opportunities become available. Job alerts can be leveraged to quickly apply to new jobs and stay on-top of new opportunities.

---

8 Ibid.

9 Indeed Editorial Team. (2025). "How To Start a Job Search (With Tips for Finding a New Job). *Indeed*: <https://www.indeed.com/career-advice/finding-a-job/how-to-start-job-search>



## Types of Jobs

---

When searching for a new exciting career, it is important to identify the different types of jobs that will help jumpstart your career. In Canada, there are a range of career options that many post-secondary graduates and experienced workers try to access when looking for new employment. The table below outlines the different types of jobs available on the job market:

	Definition
<b>Co-op</b>	<p>Also known as cooperative education, co-op jobs are intended for students completing their post-secondary studies. These jobs often pay students a salary and provide real world work experience.<sup>10</sup></p> <p>Participating in Co-ops provide an excellent opportunity for students to network and build relationships with employers for after graduation.<sup>11</sup></p>
<b>Internships</b>	<p>Short-term work opportunities offered by public and private sector entities to assist students and recent graduates in developing their skills and experience to join the workforce.<sup>12</sup></p> <p>Internships can be offered to post-secondary students during their summer term, or for recent graduates looking to get their foot in the door. Internships can play an important role for preparing students for their career.</p>
<b>Contract</b>	<p>Working on contract can mean different things, depending on the company or sector you work in. In most industries, contracted employees are self-employed with contracts lasting for a set period.<sup>13</sup></p> <p>Working on contract comes with many benefits, such as flexibility, growth, and networking, as contract employees can move between projects and organizations with ease.<sup>14</sup> However, contract positions offer considerably less stability than permanent part/full time work.</p>

---

10 Indeed (2024). Co-op vs. Internship (with Definition as Differences). Link: <https://ca.indeed.com/career-advice/career-development/co-op-vs-internship>

11 Indeed (2024). Co-op vs. Internship (with Definition as Differences). Link: <https://ca.indeed.com/career-advice/career-development/co-op-vs-internship>

12 Indeed (2024). Co-op vs. Internship (with Definition as Differences). Link: <https://ca.indeed.com/career-advice/career-development/co-op-vs-internship>

13 Indeed Editorial Team. (2024). "FAQ: What Does Working on Contract Mean?" *Indeed*: <https://www.indeed.com/career-advice/finding-a-job/working-on-contract>

14 Ibid.



	Definition
<b>Part-time</b>	According to Statistics Canada, a part-time employee is a person who works less than 30 hours per week, at their main or only job. <sup>15</sup> However, the designation of part-time comes down to what is stated in the employment contract. <sup>16</sup> Many companies use part-time employees to fill gaps in their schedules and is usually used in the service industry. Part-time jobs usually come with less benefits.
<b>Full-time</b>	According to Statistics Canada, a full-time employee is a person who usually works 30 hours or more per week, at their main or only job. <sup>17</sup> Typically, a full-time job does not have a dedicated end date and continues until they or their employer choose to end their employment. Being a full-time employee typically come with a range of benefits.

## Indigenous-Specific Resources

Indigenous youth can access resources that are specifically designed to reflect their unique experiences, cultural values and skills. For example, Indigenous youth attending post-secondary school can access tailored resources at Career Centres to help in preparing for their career.. Moreover, some external organizations also provide culturally relevant tools to support Indigenous youth in their job search and career planning. Some of these resources include:

- [Indspire Rivers to Success Career Transition Stream](#)
- [Miziwe Biik – Aboriginal Employment and Training](#)
- [Native Women’s Association of Canada – Indigenous Skills and Employment Training \(ISET\)](#)
- [Native Women’s Association of Canada - #BeTheDrum](#)
- [Skills Ontario – First Nations, Métis, and Inuit Initiatives](#)

15 Statistics Canada. (2023). "Classifications of Full-time and Part-time Work Hours." *Statistics Canada*: <https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=114437&CVD=114437&CLV=0&MLV=1&D=1>

16 Indeed Editorial Team. (2024). "The Differences Between Full-Time Versus Part-Time Employment." *Indeed*: <https://ca.indeed.com/career-advice/finding-a-job/full-time-vs-part-time>

17 Statistics Canada. (2023). "Classifications of Full-time and Part-time Work Hours." *Statistics Canada*: <https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=114437&CVD=114437&CLV=0&MLV=1&D=1>





- [Canada Job Bank – Find a job in Canada as an Indigenous person](#)
- [Public Service Commission of Canada – Government of Canada jobs for Indigenous People](#)
- [WorkBC – Indigenous Peoples](#)
- [Indigenous Job Board Canada](#)
- [Mi'kmaq Confederacy of PEI – Employment Services](#)

Indigenous youth in post-secondary school may also have access to Indigenous career navigators or career counsellors. These individuals offer support to Indigenous students throughout their career journey, from creating a résumé to finding job opportunities. Moreover, students can ask a representative from their Indigenous Student Centre if they need career guidance.

Indigenous youth should also leverage municipal, provincial, territorial, and federal services that help connect youth to employers. Each will also have in-depth research on how to prepare for the job searching process.

## Building a Résumé and Cover Letter

---

Your résumé and cover letter are an introduction that starts a conversation about what you bring to a potential employer, organization or educational program.

A résumé is a “summary of your academic background, paid and unpaid work experience, achievements, and co-curricular experiences.”<sup>18</sup> “It is a strong statement of your skills, abilities, experiences and accomplishments, presented in a way that demonstrates your fit for the role.”<sup>19</sup>

## Résumé Types

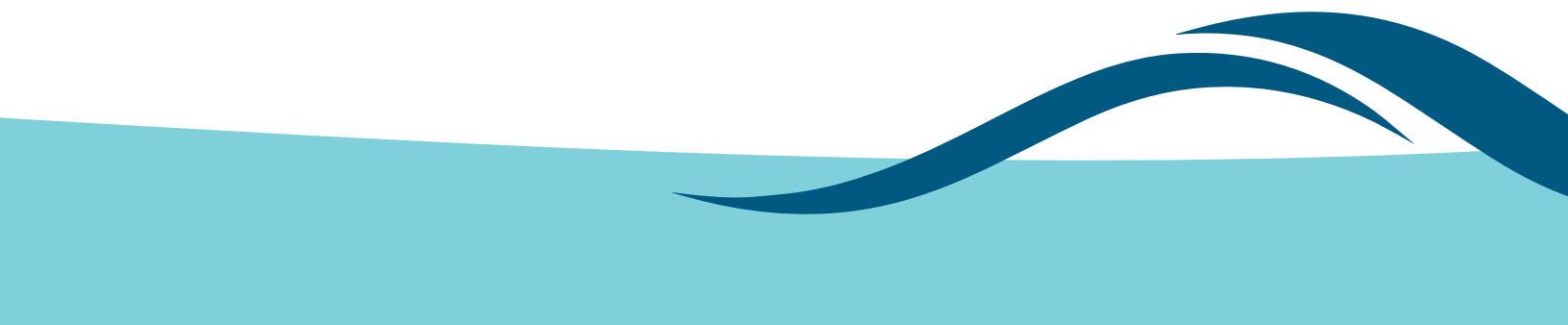
---

There are different types of résumé formats, and it is important to know which one to use based on your experience and skills. In the table below, the four most common résumé formats have been outlined. Moreover, a sample of a chronological résumé can be found in the Annex 3.

---

18 University of Toronto (2024). p. 1

19 Ibid.



Résumé Type	Description	Advantages	Disadvantages	When to use
<b>Chronological</b>	Chronological résumés list your work experiences and achievements in chronological order, usually starting with your most recent experience first.	<ul style="list-style-type: none"> <li>Clearly demonstrates where and when you gained experience.</li> <li>Easy to read.<sup>20</sup></li> </ul>	<ul style="list-style-type: none"> <li>Less explicit in highlighting skills and abilities.<sup>21</sup></li> <li>Emphasizes gaps in employment history.</li> </ul>	Chronological résumés are perfect for those with extensive experience and achievements. It is also a great format to use when applying to jobs that use an Application Tracking System (ATS). <sup>22</sup>
<b>Functional</b>	Functional résumés are used to focus on skills and abilities, placing less emphasis on accomplishments.	<ul style="list-style-type: none"> <li>Perfect for students or recent graduates.</li> <li>Emphasizes your transferable skills such as problem solving, critical thinking and communication.</li> </ul>	<ul style="list-style-type: none"> <li>Lacks specific dates and roles where experience was gained.</li> <li>Not commonly used and can be harder to demonstrate career growth.</li> </ul>	Functional résumés are great for recent graduates who may be lacking in relevant work experience. However, individuals making career changes should also consider using a functional résumé. <sup>23</sup>

20 Coursera Staff (2023). Types of Resumes: Choosing the Right Format For Your Needs. <https://www.coursera.org/articles/types-of-resumes>

21 Ibid.

22 Ibid.

23 Ibid.



Résumé Type	Description	Advantages	Disadvantages	When to use
<b>Combination</b>	Combination résumés use elements of functional and chronological résumé to emphasize skills and accomplishments, as well as recent work history. <sup>24</sup>	<ul style="list-style-type: none"> <li>• Great choice for job seekers with a diverse set of skills.<sup>25</sup></li> <li>• States your most relevant qualifications in a clear and concise manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Challenging to prioritize which skills are most important.<sup>26</sup></li> <li>• Can be long and repetitive.</li> </ul>	Combination résumés are great for applicants who have 3 to 5 years of work experience. In doing so, the combination résumé can highlight your skills and abilities while also underscoring work experience. <sup>27</sup>

24 Indeed Editorial Team (2023). How to Write a Resume. <https://ca.indeed.com/career-advice/resumes-cover-letters/how-to-write-a-resume>

25 Ibid.

26 Ibid.

27 Coursera Staff (2023). Types of Resumes: Choosing the Right Format For Your Needs. <https://www.coursera.org/articles/types-of-resumes>

Résumé Type	Description	Advantages	Disadvantages	When to use
<b>Targeted</b>	A targeted résumé is written with a specific job opening or qualifications. That means, the targeted résumé is tailored to the specific qualifications, skills, and abilities of a job posting. <sup>28</sup>	<ul style="list-style-type: none"> <li>• It is short and easy to read.</li> <li>• It is direct and relevant.<sup>29</sup></li> <li>• Clearly demonstrate the specific skills and qualifications that match the job's requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Targeted résumés take a considerable amount of time and effort to prepare.<sup>30</sup></li> <li>• Targeted résumés may be rejected if they do not properly align with a job posting.</li> </ul>	When you are applying for a job that you are exceptionally qualified and excited about.

28 Optim Careers (2024). Targeted Resume: The Definitive Guide [With Examples]. <https://optimcareers.com/expert-articles/targeted-resume?srltid=AfmBOoqNf15f9wGFvfPxfl2jTy660Oli6E6GbJY6hVzAkmDTuefnXweY>

29 Ibid.

30 Ibid.



## Applicant Tracking System

Applicant tracking systems (ATS) are sometimes used by recruiters during the application process to identify strong candidates. The ATS is usually programmed by recruiters to search through résumés for specific keywords from the job description.<sup>31</sup> In doing so, recruiters can quickly identify good candidates, while also weeding out less relevant applications. In other words, while preparing your résumé, it is important to identify key words within a job description to be identified as a candidate.

Although the ATS sounds daunting, Job scan has provided several tips on how job seekers can build their résumé to beat the ATS:

- Use the job title in your résumé
- Use keywords from the job listing
- Use a standard font like Times New Roman or Arial
- Avoid graphics, images, charts, or text boxes
- Stick to traditional section headers like “Education” and “Work Experience.”<sup>32</sup>

## Résumé Content

Writing strong résumé increase your chances of getting call for an interview. Many job seekers find it difficult to confidently take stock of their skills and abilities, especially if they do not have a lot of work experience.<sup>33</sup> Generally, résumés will consist of the following:

- **Contact Information:** Make sure to include your first and last name, phone number, and email address.
- **Résumé Introduction:** Also known as a profile summary or objective statement, this is where you can briefly highlight your best skills and abilities for the job posting.

31 Purcell, K. (2025). “What Is an Applicant Tracking System (ATS)? Here’s What You Need to Know.” *Jobscan*: <https://www.jobscan.co/blog/8-things-you-need-to-know-about-applicant-tracking-systems/>

32 Henderson, R. (2025). “How to Create an ATS Resume in 3 Easy Steps.” *Jobscan*: <https://www.jobscan.co/blog/ats-resume/>

33 Durham College (2024). Writing your resume. <https://hired.durhamcollege.ca/content/documents/Link/Faculty%20Toolkit/Resumes/Writing%20Your%20Resume%20-%20Career%20Cruising.pdf>

- **Professional Experience:** In this section you will highlight the different jobs or volunteer experiences you have that fit with the role you are applying to. Each entry should include an employer's name, location, city, province, and date, with four or five bullet points highlighting your responsibilities.
- **Skills and Competencies:** In this section, highlight the specific skills and competencies you have that are relevant to the position you are applying for. This can include both hard and soft skills.
- **Education:** This section outlines your educational history, providing information on the school, location, degree, and year of graduation for the employer.

As previously discussed, the format of your résumé may appear differently. However, most résumés will include the same categories of information.

## Activity 1: Résumé Content

On a separate piece of paper, brainstorm some content to include in your résumé. Think about all the professional educational, volunteer, and extracurricular experience you have and try to answer the following questions:

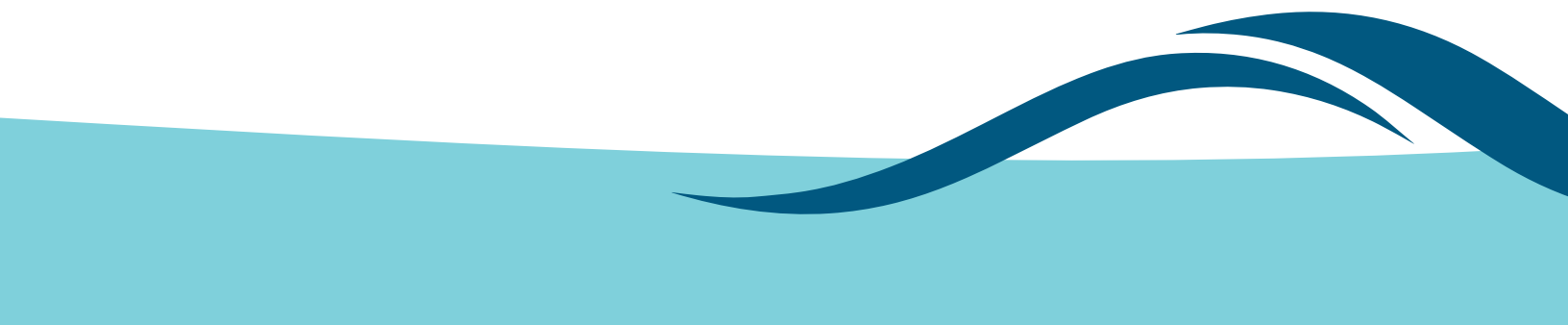
1. Describe a situation in which you had to identify and prioritize tasks to accomplish something before a deadline.
2. Give an example of a time when you were proud of yourself or stood up for yourself.
3. Describe an occasion when you set a good example for members of a group, or motivated others to achieve a goal.
4. Describe how you successfully persuaded a friend, classmate, or parent to see your point of view about an issue that was important to you.
5. Write about a time you weren't sure how to handle a problem, and what you did to figure it out.
6. Write about a time you weren't sure how to handle a problem, and what you did to figure it out.
7. Describe an important decision you had to make, and the steps you took to arrive at your decision.
8. Give an example of a time you had to gather and analyze a lot of information to give an informed recommendation or opinion about something.
9. Describe an instance when you didn't get along with someone you had to work with, and what you did to resolve the situation and ensure your work got done.



Through the experiences you described above, you can demonstrate several skills and abilities that many employers look for, this may include hard (i.e., editing, researching, data visualization, etc.) and soft (i.e., confidence, leadership, professionalism) skills.<sup>34</sup> Moreover, it is important to effectively use space on your résumé to present your skills in a clear and concise manner. To achieve this, most job seekers will use bullet points to highlight their best skills and most relevant experience. To be most effective, applicants should try and tailor each bullet point to a job posting and use descriptive action verbs to draw the attention of a recruiter/hiring manager to their résumé. The table below offers several verbs that job seekers should use when developing their résumé.

Leadership and Teamwork Skills				
• Adapted	• Clarified	• Encouraged	• Improved	• Planned
• Advised	• Delegated	• Executed	• Mentored	• Spearheaded
• Coached	• Diversified	• Fostered	• Negotiated	• Taught
Communication and Interpersonal Skills				
• Addressed	• Captured	• Edited	• Illustrated	• Performed
• Authored	• Composed	• Forged	• Lobbied	• Promoted
• Briefed	• Documented	• Gathered	• Maintained	• Reviewed
Organizational and Administrative Skills				
• Arranged	• Coordinated	• Implemented	• Organized	• Presented
• Budgeted	• Designed	• Initiated	• Overhauled	• Produced
• Compiled	• Forecasted	• Launched	• Prepared	• Streamlined
Creative and Problem-Solving Skills				
• Conceived	• Illustrated	• Modelled	• Proofread	• Shaped
• Crafted	• Improved	• Outlined	• Refined	• Visualized
• Designed	• Interpreted	• Produced	• Researched	• Wrote
Research and Technical Skills				
• Analyzed	• Co-ordinated	• Evaluated	• Identified	• Quantified
• Assessed	• Described	• Examined	• Investigated	• Researched
• Calculated	• Diagnosed	• Facilitated	• Programmed	• Synthesized
Queen's University Student Affairs Career Services. (n.d.). "Action Words for Resumes and Cover Letters." Queens University: <a href="https://careers.queensu.ca/sites/carswww/files/uploaded_files/TipSheets/Action%20Words%20for%20Resumes%20and%20Cover%20Letters.pdf">https://careers.queensu.ca/sites/carswww/files/uploaded_files/TipSheets/Action%20Words%20for%20Resumes%20and%20Cover%20Letters.pdf</a>				

34 Ibid.



## Résumé Writing Tips

---

When writing a résumé, there are several writing tips that can be used to make your résumé stand out. Most importantly, when writing a résumé it is important to write in a clear and concise manner. By writing clearly, applicants demonstrate their ability to effectively communicate their skills and identify the most important requirements of a job posting. Further, applicants should attempt to communicate their skills honestly and accurately to ensure they are not misleading the employer/recruiter.<sup>35</sup> Moreover, make sure to leave yourself enough time to review your résumé and cover letter to make sure it is error free. Some other considerations you should make when preparing your résumé include:

1. **Formatting:** Using 10-12-point font for the body of your résumé with size 16 fonts to identify headings.<sup>36</sup> Consider using professional fonts that are easy to read, such as Times New Roman or Arial.<sup>37</sup> Try not to exceed 2-pages in length for your résumé and avoid using graphics or symbols.
2. **Résumé Language:** Assume that the person reading your résumé may not be the employer and use simple words that are easy to read. Incorporate a variety of action verbs that describe your skills and duties. Write your document in past tense, unless you are talking about current work experience.
3. **Quantify your achievements:** Use firm numbers that the employer will understand and be impressed by. For example, how many people you supervised, how many products you sold, by what percentage you increased sales, etc.<sup>38</sup>
4. **Highlight what you have accomplished:** Show what you've accomplished: In the "Work Experience" section, include examples of your skills and achievements to show the value you bring.<sup>39</sup>

---

35 Job Bank (2025). How to write a good resume. <https://www.jobbank.gc.ca/findajob/resources/write-good-resume>

36 Indeed Editorial Team (2024). How To Set Margins for a Resume (With Formatting Tips). <https://ca.indeed.com/career-advice/resumes-cover-letters/margins-for-resume>

37 The University of British Columbia (2024). Resume Toolkit. [https://experience.apsc.ubc.ca/sites/default/files/2022-08/Resume%20ToolKit\\_2022%20AugustCOPY.pdf](https://experience.apsc.ubc.ca/sites/default/files/2022-08/Resume%20ToolKit_2022%20AugustCOPY.pdf)

38 Job Bank (2025). How to write a good resume. <https://www.jobbank.gc.ca/findajob/resources/write-good-resume>

39 Ibid.





## Activity 2: Writing Your Résumé

Using the instructions below, develop a résumé that discusses your skills, abilities, and experiences. We recommend finding a job posting you are interested in to help identify important keywords and skills that may fit your future career. If you have limited work experience, consider using a combination or targeted résumé format.

When looking at the job posting, ask yourself the following questions:

1. What position is being advertised?
2. What company is hiring?
3. What tasks will the successful candidate perform?
4. What are the education requirements?
5. What skills or characteristics are applicants required to possess?
6. What other qualifications are mentioned in the posting?<sup>40</sup>

What to Include:

1. List your contact information:
  - a. First Name and Last Name
  - b. Phone Number
  - c. Email Address
2. Résumé Introduction
  - a. A short introduction that summarizes your qualifications for the job.
3. List your professional experience, such as past jobs and volunteer experience.
  - a. Use bullet points
  - b. Start experiences with action verbs
  - c. Quantify your experiences
4. List your Education
  - a. School
  - b. Location
  - c. Degree
  - d. Graduation Date (Month, Year)
5. Skills and Competencies
  - a. Highlight the different skills and competencies from the job description that you have.

## Cover Letter

---

A cover letter is a one-page document you write to introduce yourself to a potential employer, the cover letter highlights your skills and experience related to the job, and explains why you are a good fit for the position. A cover letter will always accompany your résumé when applying for a job.

### Cover Letter Template

---

[Your Name]

[Your Email] | [Your Phone Number] | [LinkedIn Profile/Website]

[Date]

[Company, organization or department's name]

**Subject:** Application for [Job Title/Job ID Number] Position

**Greeting** (e.g., Dear [Hiring Manager's Name] or Dear Hiring Committee),

#### Opening Paragraph

(Tell the reader why you are writing. Essentially, give an indication of who you are (in context – not your name), what you want, and how you came to know about them. Include the position title for which you are applying.<sup>41</sup> If you were referred, mention the referrer's name.)

Example:

"I am excited to apply for the [Job Title] position at [Company Name]. With a background in [Your Field] and a passion for [Relevant Skill or Industry], I believe my skills align perfectly with this role. I learned about this opportunity through [Source], and I am eager to contribute to your team."

#### Second Paragraph – Show Alignment with the Company

(Explain why you want to work at this company. Mention company values, culture, or projects that resonate with you.)

---

41 Queen University (2024). Queen's Best Cover Letter. [QueensBestCoverLetters\\_2023.pdf](#)



Example:

"What excites me about [Company Name] is its commitment to [mention a company value, mission, or project]. I appreciate how your team prioritizes [specific company trait], and I am eager to bring my [skill or experience] to contribute to your ongoing success."

### **Third Paragraph – Highlight Your Skills & Experience**

(Explain why you are a great fit for the role. Highlight 2-3 relevant quantifiable skills, experiences, or achievements that demonstrate your qualifications.)

Example:

"In my previous role at [Company Name], I successfully [describe an achievement that relates to the job]. My experience in [specific skill or tool] has allowed me to [explain how it benefits the new role]. Additionally, my ability to [soft skill] has helped me excel in team settings and problem-solving."

### **Closing Paragraph**

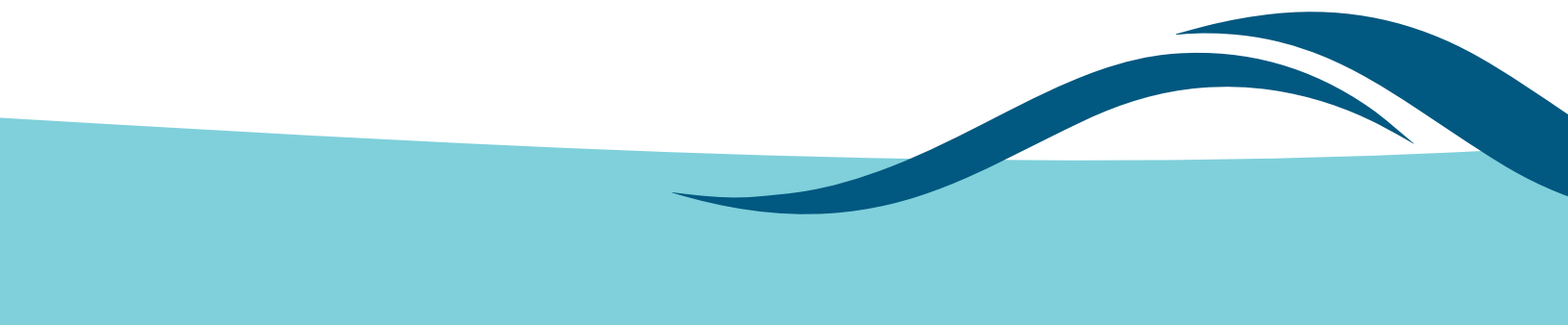
(Express enthusiasm for an interview and provide your contact information.)

Example:

"I would love the opportunity to discuss how my skills and experience align with the needs of [Company Name]. Please feel free to contact me at [Your Phone Number] or [Your Email] at your convenience. I look forward to hearing from you."

Sincerely,

[Your Name]



## Cover Letter Writing Tips

---

Writing a good cover letter can make your job application stronger. A well-crafted cover letter should be clear, concise and tailored to the job you are applying for.<sup>42</sup> Below are some tips on formatting, content structure and how to personalize your cover letter.

1. **Use A Professional Format:** Most cover letters will be one-page (3 to 4 short paragraphs) in length and will use a standard 12-point font, such as Times New Roman.<sup>43</sup> Cover letters should also be single-spaced, with some blank space between each paragraph.<sup>44</sup> Remember to include your contact information (i.e., phone number and email) and date at the start of the cover letter.
2. **Be concise:** Make sure to emphasize the skills and experience listed in the job description that make you the best fit for the role.<sup>45</sup> Hiring managers should be able to read your cover letter and discern what makes you the best candidate.<sup>46</sup>
3. **Strong opening statement:** Create a strong opening statement that clearly explains why you want the job and what you bring to the table.<sup>47</sup>
4. **Tailor Your Cover Letter:** Each time you apply, make sure to customize your cover letter so that it responds to the skills and experience listed in the job posting. Make sure to focus on relevant experience and accomplishments that make you the best fit for the position.<sup>48</sup>
5. **Use Your Own Words:** When writing a cover letter, make sure to write it in your own words.<sup>49</sup> This will be easier to discuss your accomplishments when interviewing for a position.
6. **Proofread:** After writing your cover letter, make sure to carefully proofread the document for spelling and grammatical errors.<sup>50</sup>

---

42 Indeed Tutorial Team (2024). How to write a cover letter. <https://ca.indeed.com/career-advice/resumes-cover-letters/how-to-write-a-cover-letter>

43 Grammarly (2024). How to Format a Cover Letter: A Step-by-Step Guide for Job Seekers. <https://www.grammarly.com/blog/resumes-cover-letters/cover-letter-format/>

44 Ibid.

45 Ministry of Government and Consumer Services (2015). Writing a cover letter and resume: tips tools and resources. <https://www.gojobs.gov.on.ca/docs/OPSCoverLetterandResumeWritingGuide.pdf>

46 Gallo, A (2023). How to Write a Cover Letter. <https://hbr.org/2014/02/how-to-write-a-cover-letter>

47 Ibid.

48 Ministry of Government and Consumer Services (2015). Writing a cover letter and resume: tips tools and resources.

49 Ibid.

50 Ibid.



## Workshops

---

Attending various workshops offered by either universities/colleges or external organization will help you to enhance your job application skills including résumé and cover letter writing. Workshops provide hands-on help and practical advice for creating effective résumés and cover letters. These sessions are frequently designed for students and focus on:

- Developing résumés that successfully highlight both academic achievements and cultural experiences.
- Creating cover letters that match job descriptions and highlight unique strengths.
- Addressing gaps in employment or unusual experiences in a way that emphasizes resilience and adaptation.
- Providing advice on how to format and display application documents so that they make a good impression on an employer.<sup>51</sup>
- Workshops may be led by Indigenous career advisors, industry professionals, or community leaders, who will provide students with varied perspectives and insights.
- Participating in these seminars gives students the knowledge and confidence they need to develop engaging application documents that will stand out to employers.
- Indigenous student Centers at some universities and colleges held some workshops to support student to get prepare to apply for a job.

---

51 uOttawa (2025). Workshops. Link: <https://telfer.uottawa.ca/en/careercentre/undergraduate-students/workshops/>



# Networking

Finding a job after graduation requires preparation and access to the right resources. Networking is an important skill to learn that helps with the process of making personal and professional connection that can lead to insight about potential employers/employees, finding jobs, getting referrals, receiving career advice, learning about new initiatives or connecting with likeminded individuals whether you are pursuing a professional or academic career.

There are usually millions of jobs positions available however, there may only be a smaller pool of job position posted for the public. The other job postings are not advertised and usually filled by word-of-mouth, through personal or professional connections.<sup>52</sup>

## How to Network

---

Most people already have a connection of people that make up their network, which includes family, friends, neighbours, schoolteachers and faculty members, community members, and colleagues.<sup>53</sup> Reaching out to these people can be the first step in the job search process. Here are some steps to take when networking:

- Narrow down a list of people whose career, academic, advocacy or any area that interests you
- Contact these people either with a verbal request, emails, phone calls to your network
- Let them know what you are looking for, your qualifications, your experience
- Offer at least two forms of meet-up options, for example that can either be offering to have coffee or a meet virtually<sup>54</sup>

While it is good to network with people that have areas of their portfolio that interests you, it is also beneficial to meet with people you are not interested in, there is a lot of valuable advice to learn or further connections to make.<sup>55</sup> Explore what you can do with your career and identify your industry. You can use a tool called Occupational and Skills Information System by the government of Canada.<sup>56</sup>

---

52 (University of Maryland Baltimore County, n.d.)

53 (University of Maryland Baltimore County, n.d.)

54 (University of Maryland Baltimore County, n.d.)

55 (University of Maryland Baltimore County, n.d.)

56 Link for the Occupational and Skills Information System (OaSIS): <https://noc.esdc.gc.ca/Oasis/OasisWelcome>



Additionally, various websites such as social media, school student club websites, and especially LinkedIn, are great sources to use to connect with new people and explore an array of people with varying portfolios and experience.

## Where to Network

---

Networking can happen any time in both formal or casual settings, in-person or online. Some form of in-person or networking can happen when speaking with acquaintances, friends, pow-wows, social events, student organizations bringing in guest speakers or industry-specific panels, and career events.<sup>57</sup> Furthermore, you can engage with your school's career services. These services provide opportunities for students to meet potential employers. Event information can often be found by checking at the career centre at your school,<sup>58</sup> or being a volunteer for industry-related organizations.<sup>59</sup>

Networking can also happen online through websites like LinkedIn. LinkedIn is a professional networking website where you can create a free account, tailor your profile and connect with over 930 million professionals worldwide.<sup>60</sup> Provided is a link to learn a step-by-step process on creating a LinkedIn account: [How To Create A LinkedIn Profile in 2023: A Step-By-Step Guide](#).<sup>61</sup>

### Networking Tips

1. **Plan:** Create a résumé and cover letter specific to your field, ensuring they are tailored and polished. Some individuals also opt to have business cards made for sharing at networking events.<sup>62</sup>
2. **Introducing Yourself:** Consider wearing a nametag and use a firm handshake while maintaining eye contact. Be prepared to give a brief introduction of what you are looking for in your professional journey.<sup>63</sup>

---

57 (University of Maryland Baltimore County, n.d.)

58 Ibid.

59 University Canada West (2023). The importance of networking for students. Link: <https://www.ucanwest.ca/blog/education-careers-tips/the-importance-of-networking-for-students>

60 (University of Maryland Baltimore County, n.d.)

61 (Moroz, 2023)

62 (University of Maryland Baltimore County, n.d.)

63 (University of Maryland Baltimore County, n.d.)

3. **Your Pitch:** You must be ready to market yourself, skills and experience. One effective method is to prepare a 30-second elevator pitch that conveys your professional narrative.<sup>64</sup>
4. **Initiative Conversation:** If you see someone you'd like to talk to, don't hesitate to start a conversation. Follow it up with questions that facilitate conversations. But make sure to also actively listen to the other person and this will allow for relationship building rather than just focusing on making contacts.<sup>65</sup>
5. **Seeking Guidance:** Leverage your network to ask for insights. Reach out to someone who has successfully transitioned from your program to a job in a company you admire. You can start by asking them what steps they took to advance their professional career from their academic career. Be clear that you're looking for advice rather than job offers – if that is your intention when seeking guidance.<sup>66</sup>
6. **Maintain an Active Account:** Regularly update your portfolio and expand your online presence. It's encouraged to engage with posts relevant to your interests and stay informed about industry trends, hiring trends and job leads.<sup>67</sup>
7. **Professional Online Presence:** Always maintain a professional digital image. Many employers check social media as part of their hiring process, so it is wise to set personal accounts private. You can also do a Google search of your name and see what results are generated and adjust your content accordingly.<sup>68</sup>
8. **Conduct Employer Research:** Always research the employer you are looking to work with. Remember, interviews are two-sided, it is important that a future employer also aligns with your interests and values. Prepare some thoughtful questions in advance for your meetings.<sup>69</sup>
9. **Stay Connected:** Even if your contacts don't have immediate job opening, maintaining communication can keep you on their radar for future opportunities. Following up post your initial meeting can continue the relationships and preserve those professional connections.<sup>70</sup>
10. **Grow Your Network:** Continue to grow your network regardless of your employment status. The connection you continue to make may lead to you to other ventures and provide different opportunities you may not have considered.<sup>71</sup>

64 (University of Maryland Baltimore County, n.d.)

65 (University of Maryland Baltimore County, n.d.)

66 (University of Maryland Baltimore County, n.d.)

67 (University of Maryland Baltimore County, n.d.)

68 (University of Maryland Baltimore County, n.d.)

69 (University of Maryland Baltimore County, n.d.)

70 (University of Maryland Baltimore County, n.d.)

71 (University of Maryland Baltimore County, n.d.)





## Preparing for Informational Interviews

---

Informational interviews are meetings that can take place over the phone, virtually or in person, where you can “interview” a professional in your field of interest.<sup>72</sup> During the interview you can learn about the individual’s career path, their experiences and insights. You can also ask for feedback on how to become a competitive candidate, review your résumé and identify areas for improvement.<sup>73</sup>

Informational interviews are usually used to gain knowledge rather than inquire about job openings. You should be transparent when you reach out to the professional that you are seeking advice and insight rather than stating you’re looking for employment.<sup>74</sup> Although, many professionals may naturally lead you towards potential job opportunities or career sites.

**Who Should You Contact: Narrow down your areas of interest and the intention of your meeting. Once you have a set intention you can reach out the follow people:**

- Family, friends, colleagues, former employers, classmates
- Staff and faculty from your post-secondary institution, including individuals working at the career centre
- Searching for professionals on LinkedIn. You can search by company, degree type, location
- Email or call career center, community service organizations,
- Attending professional and social events and meeting people at the event<sup>75</sup>

**Arrange the Interview: Follow these steps to arrange an interview with the professional you want to meet:**

- Call or email your request to obtain a meeting opportunity
- Explain your intention for the meeting
- Schedule a 30-to-60-minute meeting at their convenience
- Always have an updated résumé and cover letter ready, in case it is requested
- If the meeting was scheduled on a phone call, may be sure to follow it up with an email summarizing your call and confirming the appointment time
- Always follow up with a “Thank You” note or message post meeting.<sup>76</sup>

You can use utilize the provided Informational Interview template and modify it as needed to request a meeting with anyone you’re interested in meeting.

---

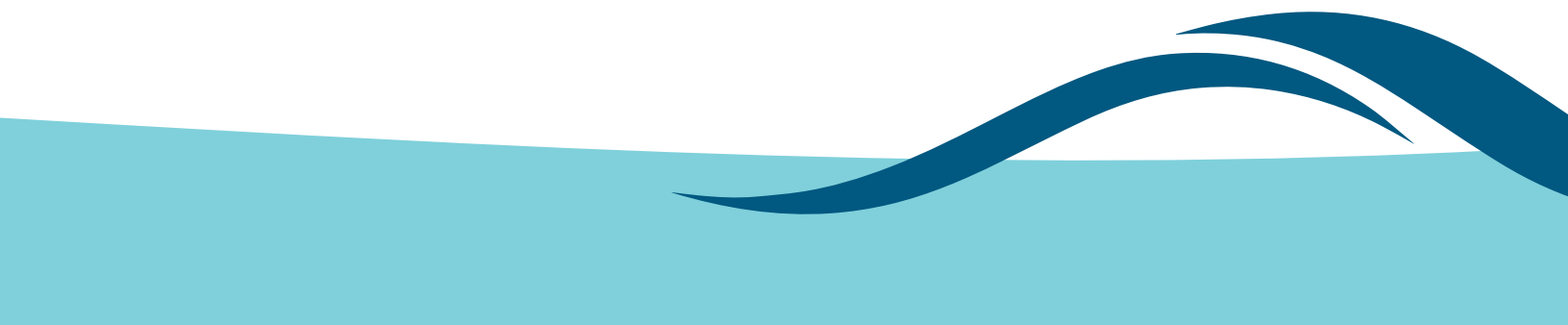
72 (University of Maryland Baltimore County, n.d.)

73 (University of Maryland Baltimore County, n.d.)

74 (University of Maryland Baltimore County, n.d.)

75 (University of Maryland Baltimore County, n.d.)

76 (University of Maryland Baltimore County, n.d.)



## Template Email to Request Informational Interviews with Professionals<sup>77</sup>

---

**Subject:** Request for Informational Interview

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently an undergraduate student at [Your Institution's Name], majoring in [Your Major]. I am reaching out to explore opportunities in [specific field or industry] and to seek insights from experienced professionals like yourself.

I came across your profile on [platform/name of a mutual connection], and I was impressed by your work in [specific project, role, or company]. Would you be open to a brief informational interview, either in [person or via phone/virtual]? I am flexible with timing and can adjust to a time that works best for you. I would be grateful for any advice or insights that you could provide in [specific topics, such as career transition, skills needed, industry trends, etc.].

Thank you for considering my request. I look forward to the possibility of connecting and learning from your expertise.

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn profile or website]

### How to Prepare for a Meeting:

---

- Research the job, company, and person
- Research specifically into the area of interest related to the person you're meeting, allowing you to maximize the information you can learn.

---

<sup>77</sup> Yale University (2025). Sample Email Requesting an Informational Interview. Link: <https://ocs.yale.edu/resources/sample-emails-requesting-an-informational-interview/>



- Prepare a brief introduction of yourself, and a set of meaningful open-ended questions especially in areas you want to gain knowledge in. You can prepare for bonus questions if you have additional time after you've gone through your main set of questions.
- Review career pages on how to deep dive into preparing for an informational interview<sup>78</sup>

## Conducting the Interview:

---

- Dress professionally, business-casual attire
- For in-person interviews arrive at least 10-15 minutes before so you can get settled in before your guest arrives. For online meeting log in about 5 minutes ahead.
- For in-person meetings at the organization or company, this is your opportunity to observe the environment, people, communication patterns, etc.
- Always take the lead. You are interviewing them. By gauging the tone, you can either keep it casual or professional.
- You can also end the conversation by asking if there is anyone else, they know that would be willing to speak with you.<sup>79</sup>

## Email Template for a Follow-Up “Thank You” Message

---

**Subject:** Thank You!

Dear [Interviewer's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for taking the time to speak with me during our informational interview on [date]. I truly appreciated the opportunity to learn about your experiences at [Company/Organization Name] and your insights into the [specific field or role].

Thank you once again for your generosity in sharing your time and expertise. I hope to stay in touch, and I would love to keep you updated on my progress.

Wishing you all the best!

Warm regards,

[Your Name]

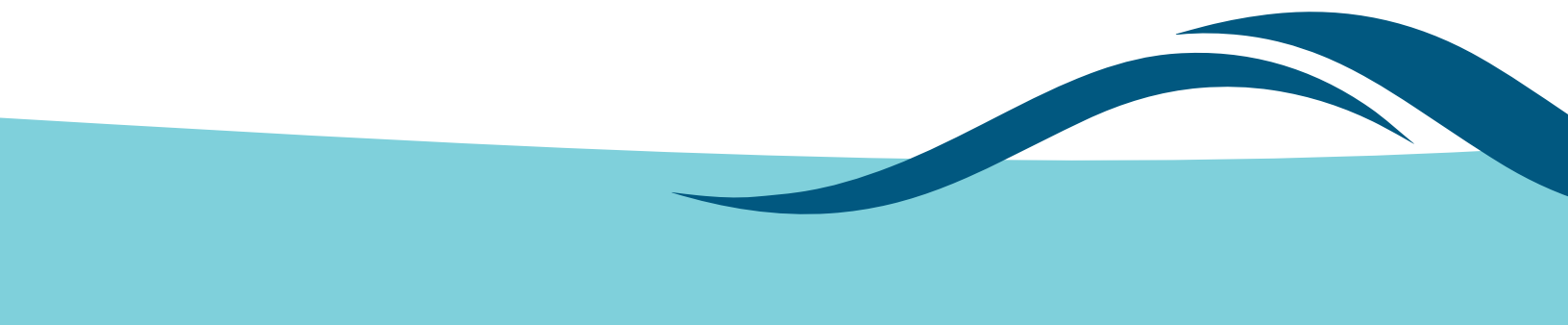
[Your Contact Information]

[Your LinkedIn profile or website]

---

<sup>78</sup> (University of Maryland Baltimore County, n.d.)

<sup>79</sup> (University of Maryland Baltimore County, n.d.)



# Interviewing

Congratulations! All your hard work, networking, and applying to new career opportunities has finally landed you an interview. You'll be happy to know that if you have secured an interview, the employer knows you have the skills, abilities, and qualifications necessary to fill their job opening. However, the interview represents an opportunity for you to sell yourself to an employer by answering questions that will help them decide if you are the right fit for their organization. Although interviews can be stressful, NWAC has compiled several strategies to help Indigenous youth during the interview process.

## Preparing for an Interview

---

Interview preparation is a significant part in landing a job. By preparing, you are helping yourself find creative ways to showcase your skills, experience and knowledge. Moreover, being adequately prepared will also help alleviate stress and anxiety that can arise during an interview.

One of the best ways to prepare for an interview is to understand the skills and abilities, knowledge, and experiences you have and how they fit the position. To do this, review your résumé and the job posting to identify the different job skills you have that the job is looking for. For example, if the job posting asks for research and analysis skills, think of experiences where you have leveraged those skills. Further, think of how your transferable skills (i.e., time management) may also be suitable for the role. When reflecting on your experiences, try and come up with concrete examples on when, what, why, and how you used your skills.

### Activity 3

---

In the space below reflect on an opportunity you had to use your **problem-solving** skills. Make sure to identify the situation and actions you took when using your problem-solving skills.



When preparing for an interview, it is also incredibly important to research the organization and industry that you are interviewing for. To do this, start by looking into the organizations website and ask yourself:

- What is the mission and vision of the organization?
- What types of projects is the organization currently working on?
- What does the industry as a whole look like?

In some instances, answers to these questions will not be readily available online. This means you may have to find answers by speaking to individuals who work in the industry or at the company. By spending the time to research the company, interviewees give themselves a major leg up when speaking about how their interest align with a company during an interview.

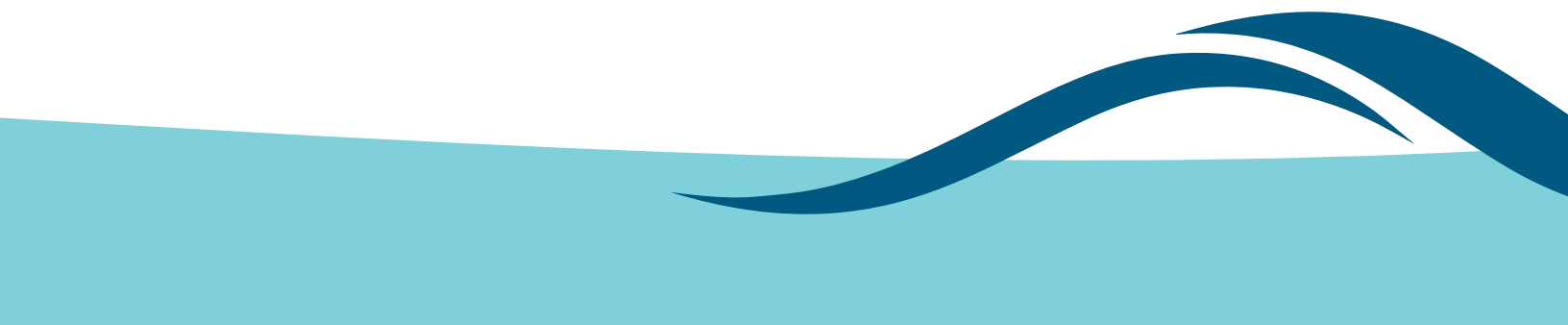
A common way individual prepare for interviews is by preparing answers to common interview questions. In doing so, interviewees can make logical responses to interview questions that highlight their skills and abilities before their interview. This can be extremely powerful in overcoming the stress and anxiety that may arise during the interview process. Some common interview questions include:

- What previous experience has prepared you for the duties and responsibilities for this position?
- Tell me about the position you had at \_\_\_\_\_. How has this prepared you for this position?
- What can you contribute to the organization?
- Why do you want this job?<sup>80</sup>

On top of preparing written answers to these questions, consider having practice interviews where a family member, friend, or colleague asks you to answer common interview questions. Your peers and colleagues can provide constructive feedback on how you answer interview questions and provide you with ideas on how you can strengthen your answer. A great alternative to practice interviews is to rehearse your answers in front of the mirror. Both strategies will help break down your anxiety and identify ways for you to improve your interview skills.

---

80 UTM Career Centre. (n.d.) "Types of Interview Questions." *University of Toronto*: <https://www.utm.utoronto.ca/careers/media/3371/download?inline>



## STAR Interview Method

The STAR interview method is a great way to provide detailed and structured answers during an interview. Providing interviewees with real-life examples of how they have effectively tackled past situations.<sup>81</sup> STAR can be broken down as follows:

- Situation – Discuss a situation or event that you have experienced. Consider what role you were in, who was involved, and what you were asked to do.
- Task – Clarify your responsibility in relation to the situation. What specific task were you asked to do?
- Action – Explain how you handled the situation or overcame the challenge, making sure to describe all the steps in detail.
- Result – This is your opportunity to discuss what you achieved because of your actions. If possible, quantify your success and how it impacted the organization.<sup>82</sup>

### Activity 4:

In the space below reply to the following question using the STAR method.

*Can you talk about a time you were under a lot of pressure at work and how you handled it?*

Situation:

Task:

Action:

Result:

81 Indeed Editorial Team. (2024). "How to Use the STAR Interview Method Response Technique." *Indeed*: <https://ca.indeed.com/career-advice/interviewing/star-interview-method>

82 Ibid.



Before an interview, individuals should take time to develop questions to ask their interviewer. By having prepared questions, interviews demonstrate their interest and preparedness for the interview. These questions will also give you a great opportunity to learn more about the job and organization to see if you would make a good fit. Consider the following questions:

- What are your expectations for me in this role?
- What's the most important thing I should accomplish in the first 90 days?
- What are the biggest challenges that I might face in this position?
- What are the current goals that the company is focused on, and how does this team work to support hitting those goals?
- Do you ever do joint events with other departments or teams?<sup>83</sup>

## At the Interview

---

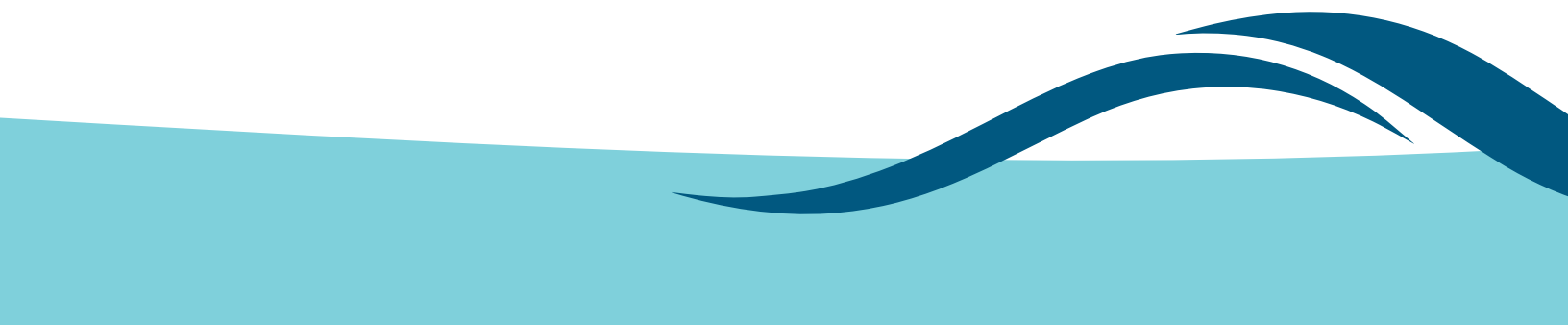
On the day of the interview, there are several things you can do to help you stand out as a candidate. The Job Bank of Canada has provided several great suggestions to help you stand out:

1. Arrive Early: Being 15 minutes early will provide you with ample time to review your résumé, complete paperwork, and prepare mentally. Make sure to respectfully let the receptionist know when you have arrived.
2. Be Prepared: Make sure you have copies of your résumé for each interviewer, as well as a paper and pen to make notes during the interview.
3. Be Respectful: Greet the interviewer(s) and introduce yourself, make sure to wait until you are invited to sit down.
4. Be Patient: Let the interviewer(s) take the lead and set the tone of the interview.
5. Be Confident: Answer the interviewer(s) questions in a firm, clear, confident voice. Make sure to practice good body language.
6. Ask Questions: If you are unsure what is being asked of you, make sure to ask clarifying questions.<sup>84</sup>

---

83 Gallo, A. (2022). "38 Smart Questions to Ask in a Job Interview." *Harvard Business Review*: <https://hbr.org/2022/05/38-smart-questions-to-ask-in-a-job-interview>

84 Job Bank Canada. (2024). "Preparing for an Interview." *Government of Canada*: <https://www.jobbank.gc.ca/findajob/resources/prepare-for-interview>



To avoid surprises when arriving at an interview, there are also a handful of common interview styles that employers use to evaluate potential employees. Most commonly, organizations will conduct one-on-one interviews, however it is not uncommon to have panel, group, or phone interviews.

- **One-on-one interviews:** Interviewees meet individually with the hiring manager or recruiter.
- **Panel interviews:** Usually consisting of two (2) or more recruiters who take turns asking questions.
- **Group interviews:** Employers may host several interviews at once by putting interviewees through a group activity that requires applicants to work together to solve a problem.
- **Phone interviews:** Typically used during the first step of the interview process, phone interviews are like one-on-one interviews.<sup>85</sup>

After asking your questions at the end of an interview, consider asking the interviewer(s) what the selection process is like moving forward, how long it may take to hear results, and the methods by which candidates will be notified. **Make sure** to thank the interviewer(s) for their time and consideration following the interview.

## After the Interview

---

After an interview it is important to reflect on how the interview went and record the different types of questions you were asked. In doing so, you are looking to evaluate on how you can improve for future interviews and determine what type of information you may have missed in your responses.<sup>86</sup>

More importantly, in the 24 hours following the interview try and send a thank you to the interviewer(s). Showing your gratitude and once again highlighting your skillsets and interest could set you apart from other candidates in the competition. Below is an example of a thank you letter.

---

85 The University of British Columbia. (n.d.). "Interviews." UBC : <https://students.ubc.ca/career/career-resources/interviews/>

86 Indeed Editorial Team. (2023). "What to Do after an Interview (With Interview Tips)." *Indeed*: <https://ca.indeed.com/career-advice/interviewing/what-to-do-after-an-interview>





## **EXAMPLE: Post Interview Thank You Letter**

---

Dear [interviewer name],

I wanted to take a moment to thank you for the opportunity to interview for the [job title] position at [company name] earlier today. It was a pleasure speaking with you and learning more about the exciting work your team is doing.

I am enthusiastic about [specific aspect of the role] and how my skills and experience in [relevant skill/experience] can contribute to the continued success of the team.

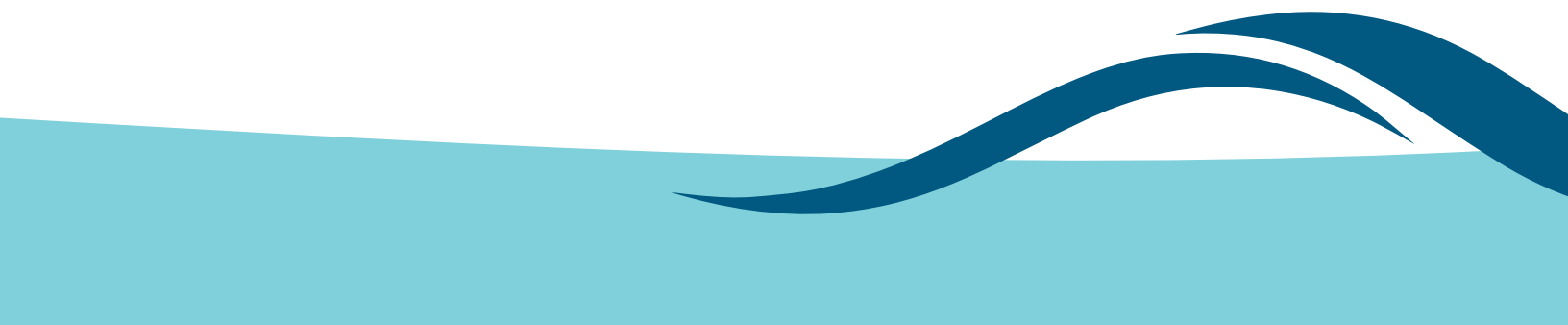
Thank you again for your time and consideration. I look forward to hearing from you regarding the next steps in the hiring process. Please do not hesitate to reach out if you need any further information from my side.

Regards

[Your Full Name]

[Your Contact Information]

In some instances, an employer may ask you to complete a written assessment, provide supporting documents, or ask for Reference following an interview. Make sure to take the time to submit any supporting information the interviewer needs to help them come to a quick decision.



# Closing Remarks

This toolkit is a direct response to the ongoing challenges faced by Indigenous youth in entering the job market. The contents of this guide were inspired by feedback provided by Indigenous youth from across Canada and responds to the unique barriers they face to pursuing their career.



# Annex 1:

## NWAC Youth Coordinator, Sample Job Description

### **JOB DESCRIPTION: Youth Coordinator**

DATE: May 2024

#### **PURPOSE OF THE POSITION**

This position will provide First Nations and/or Inuit youth with opportunities to engage in and provide support to ongoing projects and activities at NWAC, specifically as it relates to NWAC's social development and youth policy files. The position will be offered to a First Nations or Inuit youth residing in the National Capital Region. This is a hybrid position with the ability to work from home and from our main office located at 120 Promenade du Portage.

#### **RESPONSIBILITIES**

The NWAC's Youth Coordinator will be responsible for the following:


- Assist staff with duties related to Indigenous youth engagement, which may include internal engagements with NWAC's Youth Council and/or external engagements
- Support with policy work, inclusive of social development and youth files
- Assist on active projects within the social development sector to gain experience across a variety of subject areas. This may include drafting any required policy briefs or meeting notes, drafting, reviewing or revising reports, and providing supports to NWAC's Library and Archives and/or art gallery space.
- Develop materials and host activities supporting Indigenous youth engagement on relevant projects.
- Perform other duties related as required from time to time.

#### **JOB ELIGIBILITY REQUIREMENTS**

Eligible applicants include:

- First Nations and Inuit secondary and post-secondary students aged 15 to 30 inclusive.
- Registered as full-time students during the preceding academic year and who intend to go to school on a full-time basis in the next academic year.

#### **EDUCATION AND EXPERIENCE**

- Experience with writing reports, notes, presentations, or similar documents.
  - Experience and interest conducting outreach with NGO's, interest groups or grassroots organizations.
- 

- Awareness of issues facing Indigenous women, girls, Two-Spirit and gender-diverse people.
- Experience working with or knowledge of policy topics (ie. Housing, education, Indigenous languages) that impact Indigenous women, girls, Two-Spirit and gender-diverse people.

## **SKILLS AND ABILITIES**

- Ability to track progress and prepare update reports
- Social Media skills
- Analytical and problem-solving skills
- Decision making skills
- Effective verbal, presentation and listening communication skills
- Effective written communication skills
- Ability to effectively use Word, Excel, PowerPoint, Project Manager or other similar office automation tools to develop workplans and complete reports.
- Ability to multitask, prioritize and organize work in an effective manner
- Honest, trustworthy, flexible, and respectful
- Possesses cultural awareness and sensitivity and demonstrates sound work ethics

## **ASSETS**

- Ability to work in both official languages and/or an Indigenous language
- Relevant experience working or volunteering with Indigenous women, girls, Two-Spirit and gender diverse youth



# Annex 2:

## NWAC Youth Coordinator, Cover Letter Example

**Julie Smith**

123-456-7890 | jsmith@fakeemail.com

May 14, 2025

RE: Youth Coordinator Position

Hiring Manager  
Native Women's Association of Canada  
120 Promenade du Portage  
Gatineau, QC J8X 2K1

Dear Hiring Manager,

I am writing to express my interest in the Youth Coordinator position at NWAC. As a First Nations youth currently residing in the National Capital Region and a full-time student at the University of Ottawa where I study Political Science, I am enthusiastic about the opportunity to support Indigenous youth initiatives and contribute meaningfully to the important work being done by NWAC in the areas of social development and youth policy.

Throughout my academic and volunteer experiences, I have developed a strong foundation in research, policy analysis, and community engagement. I have written reports, meeting notes, and presentations that reflect both critical thinking and cultural awareness. My involvement with XYZ Organization has strengthened my skills in communication and collaboration, particularly in engaging with Indigenous youth and grassroots groups on social issues such as housing, education, and cultural revitalization.

I am particularly passionate about creating safe, inclusive spaces for Indigenous youth, including Two-Spirit and gender-diverse individuals, to share their voices and shape policy that directly impacts their lives. I would be honoured to contribute to NWAC's projects in this area – contributing to the drafting of policy briefs, literature reviews, and supporting ongoing community engagement.

Fluent in English and French, proficient in Microsoft Office, and confident in managing multiple priorities, I bring strong organizational and interpersonal skills to this role. My goal is to support NWAC's vision by building meaningful connections and amplifying the voices of Indigenous youth across Canada.

Thank you for considering my application. I would welcome the opportunity to discuss how my background and aspirations align with this role and NWAC's mission.

Sincerely,

Julie Smith



# Annex 3:

## NWAC Youth Coordinator, Résumé Example

### Julie Smith

123-456-7890 | jsmith@fakeemail.com

Motivated First Nations youth with experience in policy writing, youth engagement, and Indigenous advocacy. Strong communicator with proven ability to support social development initiatives, coordinate outreach, and contribute to meaningful projects affecting Indigenous youth, women, Two-Spirit, and gender-diverse people.

### EDUCATION

**University of Ottawa** – Political Science

*Expected Graduation:* June 2026

- Relevant coursework: Indigenous Studies, Public Policy, Economics
- Status: Full-time Student (2025-2026 academic year)

### RELEVANT EXPERIENCE

#### Youth Engagement Volunteer

XYZ Organization, Ottawa, ON

*January 2023 – Present*

- Organized workshops and online engagement sessions for Indigenous youth on topics such as cultural identity, language revitalization, and education access.
- Contributed to reports and meeting summaries to support ongoing advocacy efforts.
- Collaborated with elders, knowledge keepers, and youth councils to guide culturally relevant programming.

#### Research Assistant

Department of Political Science - University of Ottawa, Ottawa, ON

*May 2023 – August 2023*

- Assisted in drafting briefing notes and policy memos related to Indigenous education and housing.
- Conducted literature review and environmental scans on social development issues affecting Indigenous communities.
- Presented findings in accessible formats to student groups and staff.

### SKILLS

- Written Communication: Report writing, meeting notes, policy briefs
- Digital tools: Microsoft Word, Excel, PowerPoint
- Communication: Public speaking, youth outreach, presentation development
- Social Media: Content creation and scheduling for youth engagement
- Cultural Competency: Strong Awareness of Issues facing Indigenous women and girls



## Notes



*This project was made possible by funding Women and Gender Equality Canada*

Native Women's  
Association of Canada



L'Association des femmes  
autochtones du Canada

