



#ONLibChat

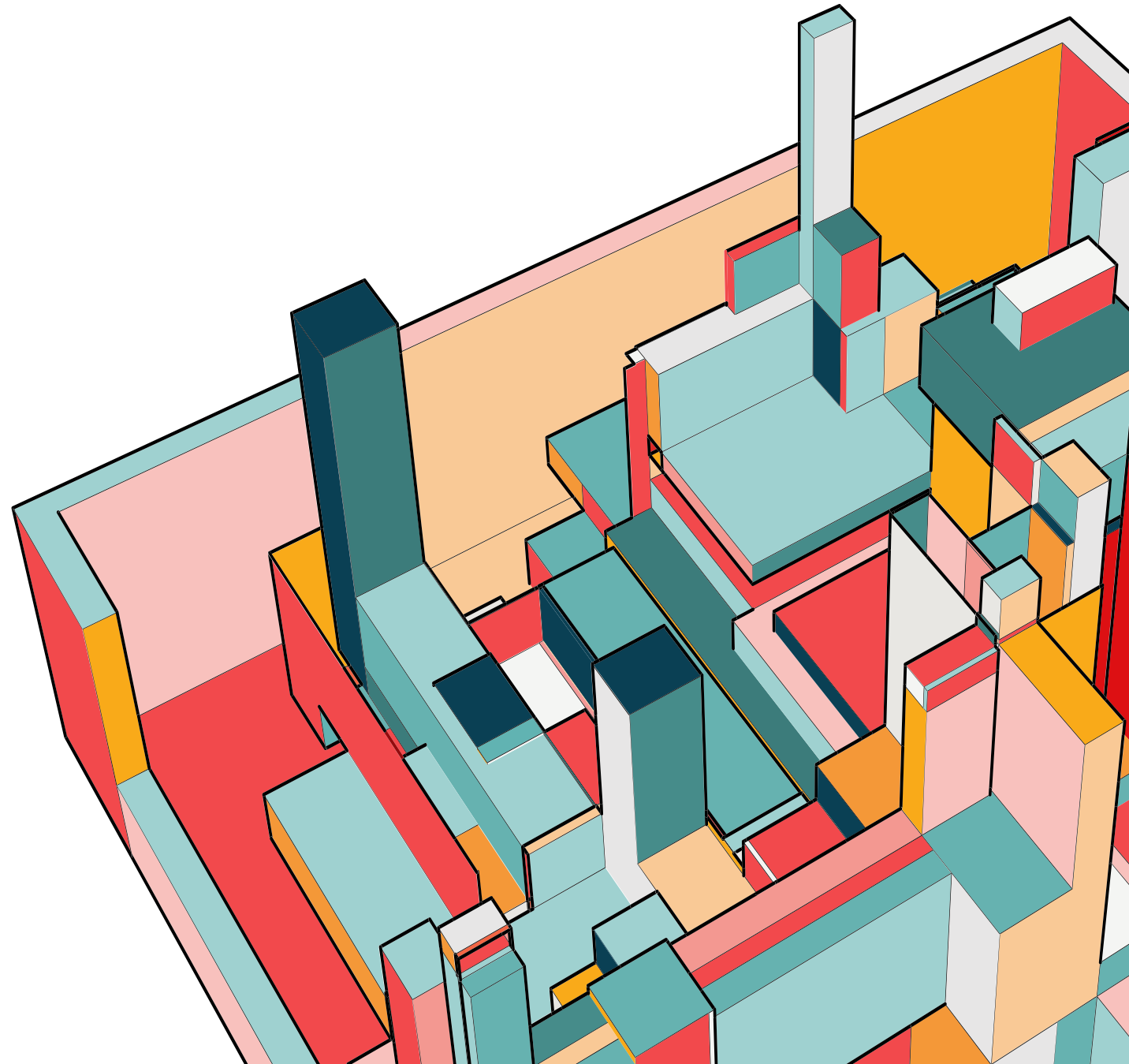
TAILORING YOUR RESUME AND COVER LETTER

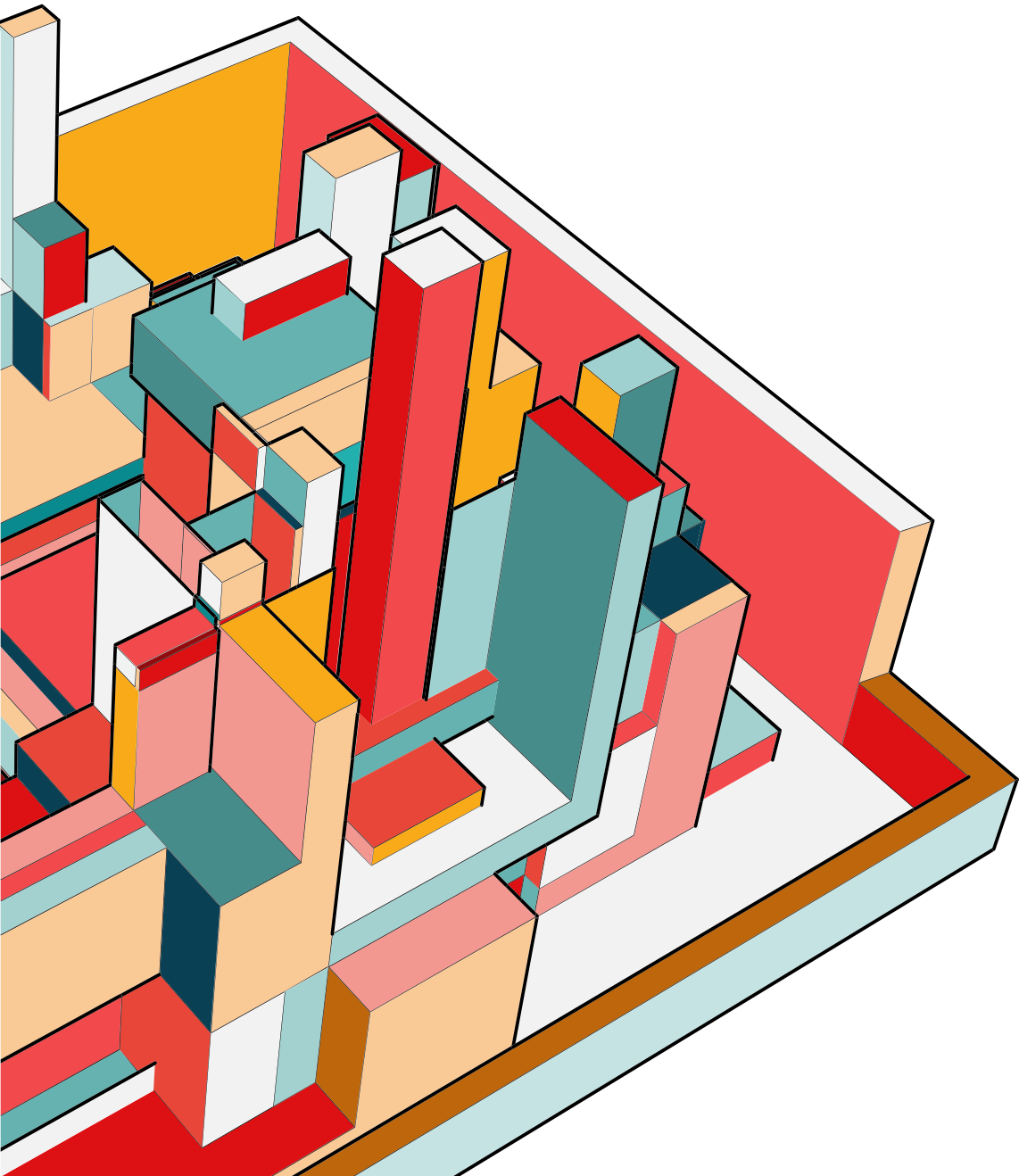
Pop-Up Career Centre for New Grads
and Job Seekers

WELCOME!

On the Agenda

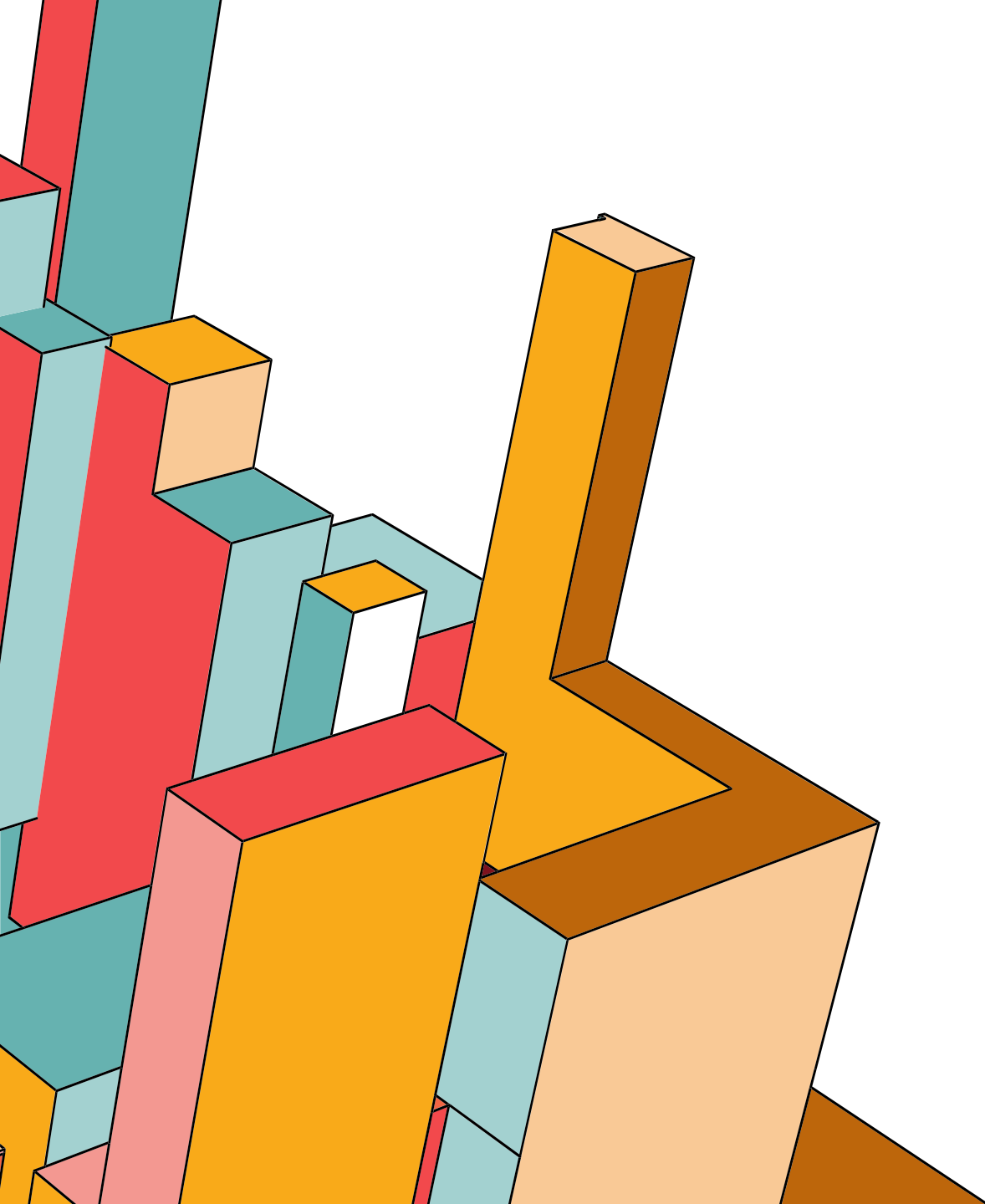
- Presentation: How to Tailor Your Resume and Cover Letter
- One-on-One Resume and Cover Letter Assistance
- Wrap-Up





WHY SHOULD YOU CUSTOMIZE YOUR RESUME AND COVER LETTER?

- Help your application stand out
- Answer questions
- Highlight your skills and accomplishments
- Present information strategically
- Show your interest and enthusiasm



WHERE TO START WHEN CUSTOMIZING A RESUME OR COVER LETTER

GET FAMILIAR WITH THE JOB DESCRIPTION

Review the job description thoroughly! Look for required qualifications or experience. Look through the job duties and keep an eye out for repetition or highlighted elements.

IDENTIFY YOUR KEYWORDS

Try to identify keywords from the job description that you could integrate into your resume and cover letter.

LOOK FOR AREAS OF OVERLAP

Where do your experience and qualifications overlap with the job description? These are your areas of highest relevance and should be highlighted.

YOU DON'T HAVE TO START FROM SCRATCH

Keep a document with the building blocks of your resume so you have content available that can be swapped in or edited. Have a set idea of your design/layout that can remain mostly consistent.

WHAT DOES THAT LOOK LIKE ON A RESUME?

Tips for tailoring your resume

FOCUS ON YOU, NOT YOUR JOB

Your resume shouldn't be a copy-paste of your job description.

Focusing on your accomplishments in the role can be more impactful than listing your job duties.

HIGHLIGHT REEL VS. AUTOBIOGRAPHY

Your resume is a tool to market yourself, not an autobiography - it doesn't have to be exhaustive!

Focus on including your work and accomplishments that are most relevant to the job description.

IMPORTANT INFO FRONT AND CENTRE

Don't let your most relevant skills or experience hide!

Always reorder bullet points to highlight the most relevant experience and check your wording against the job description.

WHAT DOES THAT LOOK LIKE ON A COVER LETTER?

Tips for tailoring your cover letter

ENHANCE, DON'T REPEAT

Your cover letter should do more than rehash your resume - use it as an opportunity to highlight and expand on your most relevant accomplishments.

Don't be afraid to add some personal elements.

BEYOND THE BULLET POINT

A resume can summarize; a cover letter can explain. Use your cover letter as an opportunity to draw the kinds of connections that the constraints of resume format don't allow.

BREAK THE FORMAT

Three paragraphs? Five paragraphs? Don't get hung up on the template - focus on the narrative.

Stick to a reasonable length, but don't force yourself into a set template.

WORKING IN TANDEM

Your resume and cover letter should work together to tell the story of why you're a great candidate!

Your resume summarizes your experience and qualifications; your cover letter explains their relevance.

Your resume highlights your accomplishments; your cover letter links them to the job posting.

Your resume provides the detail; your cover letter tells the story.



ONE-ON-ONE RESUME AND COVER LETTER REVIEW





WANT MORE MENTORING?

Mentor Match

Join our Mentor Match program and be matched with a one-on-one mentor for a 4-month session. The next session begins Fall 2023.

#ONLibChats

Join us for monthly discussions about career-themed topics.

Career Centre

Visit us at the OLA Super Conference or keep an eye out for one of our virtual Pop-Up Career Centre events.

OLA Super Conference

Check out sessions in our Career Stream at the annual Super Conference.

THANK YOU

OLA Mentoring Committee

