



WRITING  
COVER LETTER  
&  
RÉSUMÉ

Nunavut Planning Commission

## Writing a Cover Letter & Résumé

When you apply for a job with the Nunavut Planning Commission (NPC), the selecting committee members will go through your application to know why they should hire you instead of another applicant. The information contained in your cover letter and résumé is really important. It will help them to answer this question, but also help you stand out from the other candidates.

When you are writing your cover letter and résumé keep in mind that these documents must show the committee that you have the skills and experiences related to the position you are applying for. Regardless of any personal relationship with the Commission staff, it is still your responsibility to demonstrate to the selecting committee that you are the best candidate for the position.

This guide lists some cover letter and résumé rules and tips that you may take into consideration when you are applying for a job with the NPC.

### What is a Cover Letter?

Your cover letter is an introduction to your résumé, it has to pair with it. The objective of this letter is to encourage the committee to take interest in reviewing your résumé.

### What to include?

Your cover letter should include:

- ✓ The date;
- ✓ The salutation;
- ✓ An opening paragraph in which you introduce yourself and demonstrate why you are the best person for the position you are applying for;
- ✓ One or two paragraphs that explain why you want the job and show a little of your personality. Explain how your past achievements and experience are suited for the position and how they are valuable for the NPC. You have to tie your experience to the job advertisement and job description. These documents are available on the 'Employment Opportunities' section of the NPC website<sup>1</sup>;
- ✓ A closing paragraph that shows you are qualified for the position and your interest for it;
- ✓ Your signature with your professional title, if you have any, and full contact information.

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<sup>1</sup> <https://www.nunavut.ca/about-commission/employment-opportunities>

## **What is a Résumé?**

An outstanding résumé is the key to be screened in for an interview. This brief document tells the selecting committee about your skills, work experience, and education. The chronological résumé format is good to use but may not be suitable for you. Functional résumé or a combination of chronological and functional format can fit the best for your work experience and history. Make some researches on your own to know what type shapes you to your best.

When you write your résumé, maintain the same style, and keep the same consistency throughout it.

### **○ Your personal information**

Put your contact information at the top of your résumé. It should include your full name, address, phone numbers, and e-mail address.

If you are a Nunavut Beneficiary under the Nunavut Agreement, indicate it under your contact information.

### **○ The highlights of your qualifications**

In this section, emphasize your accomplishments by presenting your most pertinent experience and qualifications related to the position for which you are applying for. Clearly highlight most of your qualifications with bullet points. Each of them should provide critical information about what makes you a good fit for the position.

This summary needs to be direct, relevant and brief. It is the first part of your résumé and the selecting committee will pay close attention to it. Make sure that you will catch their eyes by identifying the areas of expertise, certification and distinction, traits and related experience you have that match the job description.

### **○ Your skills**

You can use this section to highlight your personal attributes that are relevant to the position. You can indicate three to four hard skills that are concrete (language fluency, competency using different computer programs, etc.), and also three to four soft skills that are more personality-centric traits (self-motivation, professionalism, team player, etc.). Do not hesitate to add some more if necessary.

### **○ Your Career Summary**

This is the most important part of your résumé. If you use the chronological format, list your current and previous positions from the most recent to the least recent. Make emphasis on the positions that are relevant to the position you are applying for, and demonstrate how

your own career and experiences are the best and adequately match with our requirements. If your accomplishments and work experience are not related to the position, focus on the transferable skills you developed that can be applied to the position. Don't forget to refer to the job advertisement and job description to see what NPC is looking for.

Keep this section simple and neat. For each of the items, include the followings:

- The position title;
- The name of the employer;
- The city, province/state, and the country if outside Canada;
- The period of time you worked for this employer (from *month/year* to *month/year*);
- The list of the relevant accomplishments and duties that illustrate your experience, and the level of responsibility you handled.

### ○ **Your education**

List the academic credentials you have in reverse chronological order, with the most recent qualification first as well as any study experiences you may have (internship). If you are currently studying in a program relevant to the position, this information should appear in the first place.

Once again, keep this section simple and neat. For each of your education credentials, include the followings:

- The title of the Certificate, Diploma, or Degree;
- The name of the school or institution;
- The province/state, and the country if outside Canada;
- The year you graduated (or plan to graduate).

### ○ **Additional information**

This section can combine different themes that are relevant to the position you are applying for and could interest the selecting committee.

Simplicity and clarity are still necessary. In this area, you can include:

- Training;
- Professional designations, and affiliations;
- Awards and achievements;
- Volunteer work in relation with the position;
- Interests;
- Languages: if you speak more than one Nunavut official languages, include this information in this section.

## Cover Letter Tips

- ✓ Keep your cover letter short – one page, 3 to 4 paragraphs.
- ✓ Use letter size document, a font that is easy to read (Arial, Time New Roman), and font size between 10 and 12.
- ✓ Be sure to include your address and accurate contact information.
- ✓ It must reflect your skills and accomplishments based on the job advertisement and job description.
- ✓ Be specific about your experience.
- ✓ Focus on what you can do for the NPC.
- ✓ Your letter should be concise, clear and convincing.
- ✓ Proofread your letter for any mistake; have someone else proofread it as well.

## Résumé Tips

- ✓ Use letter size document, a font that is easy to read (Arial, Time New Roman), and a size between 10 and 12.
- ✓ Use the chronological résumé format (your most recent education/work experience is listed first) if it fits best for your situation.
- ✓ Use headings to organize the information, and maintain the same style throughout your résumé.
- ✓ Use accomplishment statement: action verb stating what you did, how you did it, and result.
- ✓ Adapt your résumé, include information from your past work experience that are in relation with the job description.
- ✓ Proofread your résumé for any mistake; have someone else proofread it as well.
- ✓ Email your cover letter and résumé in one PDF file.

**Example of résumé**

**Name**  
Address  
Phone number / E-mail address

Nunavut Beneficiary under the Nunavut Agreement

**Highlights of Qualifications**

- Certified Sage 50 – Accounting Solutions
- Advanced Certified QuickBooks Enterprise Solutions ProAdvisor
- Experienced in non-profit accounting principles
- Experienced in working in a cross-cultural work environment

**Proven Skills & Abilities**

Analytical skills - Budgeting - Commercial acumen - Communication skills - Decision-making - Detail oriented - Financial reporting skills - Integrity - Judgement - Leadership - Proficient in Financial Systems and MS Office - Problem-solving - Time management

**Summary of Career Highlights**

**Account Payable Clerk, Government of ...**

**June 2015 - Present**

Iqaluit, Nunavut

I am responsible for providing financial, administrative and clerical support to the Department of Finance. I collaborate with the Director of Finance on customer invoices and billing issues, and handle inventory matters in collaboration with vendors.

**Key Responsibilities:**

- Pay more than 500 vendors by monitoring discount opportunities; verifying id numbers; scheduling and preparing checks.
- Reconcile processed work by verifying entries and comparing system reports to balances, ...

**Bookkeeper / Administrative Assistant, Nunavut & Co**

**September 2013 - June 2015**

Iqaluit, Nunavut

I managed accounts payable and accounts receivable as the only bookkeeper for a \$5 million fur clothes manufacturer. This work made me improve my ability to identify, analyze, and solve problems, and to pay close attention to details. I identified a company-wide issue that saved \$1.2 million per year.

**Key Responsibilities:**

- Recorded the financial transactions in QuickBooks and spreadsheets.
- Arranged payment of accounts of 1500 transactions per month.
- Prepared and send invoices and receipts of more than 3800 transactions per month, ...

**Education**

**Accounting & Financial Practice, Graduate Certificate**

**2013**

Algonquin College

Ottawa, Ontario

**Training**

- Sage 50 Accounting Software **2015**
- Strategic Communication **2015**
- Excel Level 1 and 2 **2014**

**Languages**

Inuktitut – fluent

English – fluent

References available upon request