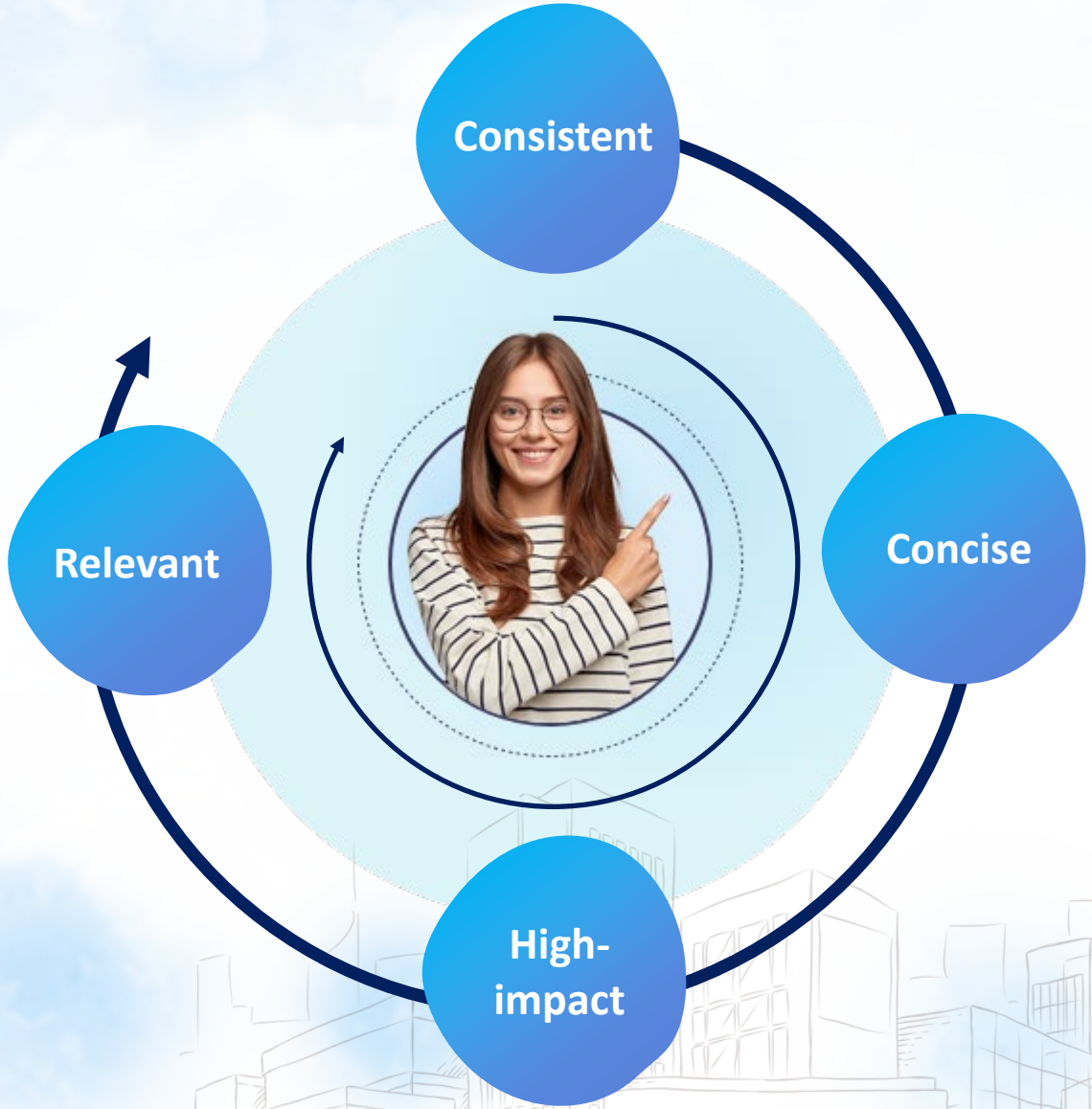


FPDI
FIRST PEOPLES DEVELOPMENT INC

Resume Guide



FPDI
FIRST PEOPLES DEVELOPMENT INC

Step by Step Process



1

Download one of both of these templates to follow :

[Specialized resume template]

[Simplified resume template]

2

Create a draft of your resume in English by adapting the template and following the principles in this guide and ask a colleague to review it for feedback.

Please follow the guide closely so that you can create a stunning resume. Use [Google Translate] and [Grammarly - Free Online Writing Assistant]



FPDI
FIRST PEOPLES DEVELOPMENT INC

FPDI
FIRST PEOPLES DEVELOPMENT INC

To deliver a consistent, concise, and high-impact resume that communicates your skills and experience, here are the three key principles to follow:

Make it Relevant

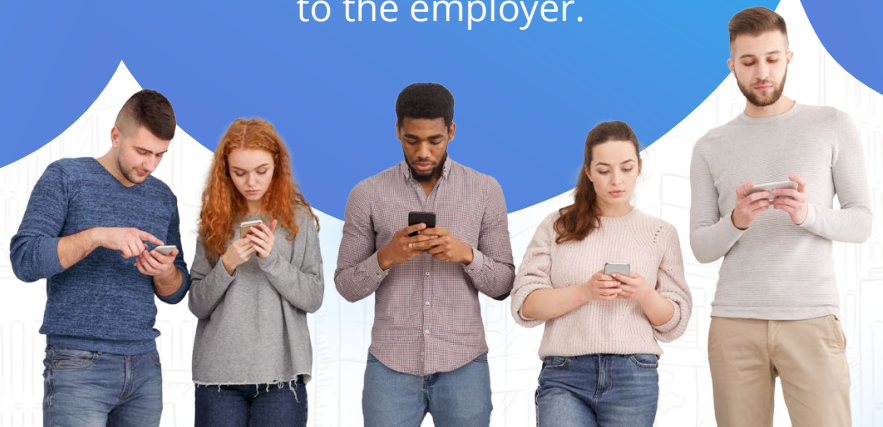
Show what transferable skills you have.

Make it accomplishment-oriented

Show what things you have done and can bring to the employer.

Make it Easy to Read

Communicate your Skills Effectively.



Linkedin

Reasons to join LinkedIn:

Gain more online visibility from recruiters by using the "Open to work" badge on your profile.

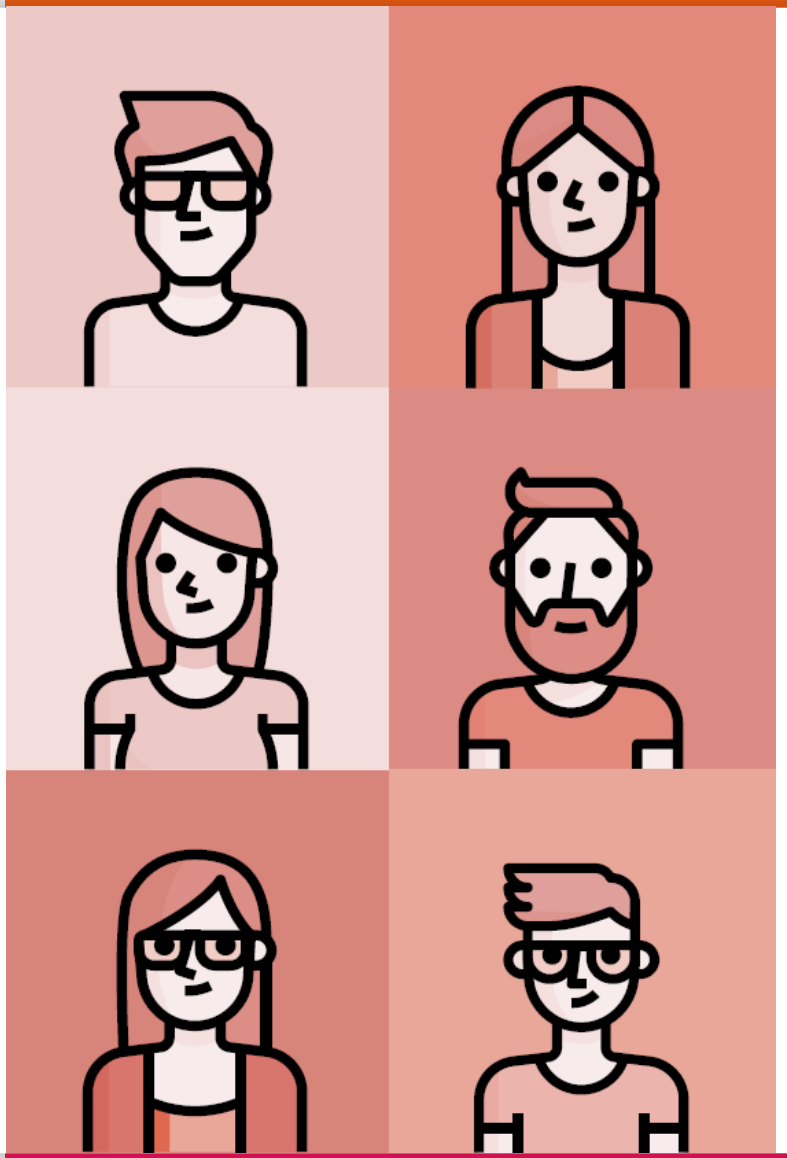
Demonstrate your knowledge, credibility and expertise.

Search for a job (especially for office jobs).

Follow companies you're interested in.

Join thematic groups.

Tip: Always stay professional on LinkedIn.
Treat your profile like a resume.



Job Search Warnings

As a worker, you have rights to safety and fair treatment. These are strictly enforced in Canada. You can read more about the the Canadian Human Rights act here. Each province has a different set of laws for employment regulation. You can find a list here

Take a legal job in Canada - this will allow you access to government benefits (i.e. Employment Insurance if you are injured and unable to work).

You will need to pay income tax on your wages.
You can find details here.

Canada has a minimum wage. It is different in different provinces. Do not accept jobs that pay below minimum wage. You can find details here

Do not lie on your resume - this is considered fraud and is grounds for termination under Canadian law.

You should do research on an employer before accepting a job. Check out websites like Glassdoor or ask others who have worked for the employer you are interested about their experience.

Local settlement agencies in your province may also be able to assist you in finding a job. You can find details here OR you can call 211 once in Canada.

FPDI
FIRST PEOPLES DEVELOPMENT INC