

Resume, Cover Letter, & Interview Resources

A guide for newcomers to British Columbia



In Canada, employers usually expect to receive a resume (curriculum vitae) and a cover letter when you apply for a job.

Resumes and Cover Letters

Read books about cover letter and resume writing. Use the VPL catalogue and search the subject "Resumes (employment)".

Some books available at VPL include:

- **The Perfect Resume: Resumes that Work in the New Economy!** / W. Daniel Quillen, 2016, 650.142 Q67p1
- **Best Canadian Resumes** / Sharon Graham, 2013. Central Library, 650.14205 G7381b
- **Rip the Resume: Job Search and Interview Power Prep** / Torin Ellis, 2016. Central Library, 650.142 E47r
- **Before and After Resumes: How to Turn a Good Resume into a Great One** / Tracy Burns-Martin, 2012. Central Library, 658.142 B967b
- **Best Canadian Cover Letters** / Sharon Graham. 2013. Central Library, 650.142 G7381bc1
- **Gallery of Best Cover Letters: a Collection of Quality Cover Letters by Professional Resume Writers** / David F. Noble. 2013. Central Library, 650.142 N748gc3

Online Resources

- **How do I create a Canadian-style resume?**
<https://settlement.org/ontario/employment/find-a-job/resume/how-do-i-create-a-canadian-style-resume/>
- **Writing Resumes and Cover Letters: A guide for newcomers to British Columbia**
<http://skilledimmigrants.vpl.ca/> [Search "Writing Resumes and Cover Letters"]

Tip: Canadian job applicants don't provide their birth date, place of birth, or photo with their resumes

Preparing for an Interview

VPL has many resources to help you prepare for an interview. Read books or watch DVDs about interview techniques. Use the VPL catalogue and search subject "Employment Interviewing."

Some of the materials at VPL include:

- **100+ Winning Answers to the Toughest Interview Questions** / Casey Fitts Hawley, 2015. Central Library, 650.144 H396o1
- **The Everything Job Interview Question Book: The Best Answers to the Toughest Interview Questions** / Dawn Rosenberg McKay, 2014. Central Library, 650.144 M 15e1
- **Great Answers, Great Questions for your Job Interview** / Jay A. Block, 2014. Central Library, 650.144 B65g

Resumes and Cover Letters
A guide for newcomers to British Columbia

- **What to Say in Every Job Interview: How to Understand What Managers are Really Asking and Give the Answers that Land the Job** / Carole Martin, 2014. Central Library, 650.144 M37w
- **Common Job Interview Mistakes (DVD)** /Cambridge Educational, 2013. 650.144 C734a

Online Resources

- **Interviewing.** Riley Guide
<https://www.myperfectresume.com/how-to/career-resources/interview>
- **Job Interview.** University of Ottawa Career Development Centre
<https://www.uottawa.ca/career-development-centre/job-search/job-interview>

Questions? Please ask the Information Staff in the Central Branch, Vancouver Public Library or telephone 604-331-3603.

Please note that the information in this guide is also available online through the Skilled Immigrant InfoCentre website at <http://skilledimmigrants.vpl.ca/>.