

# Government of Canada Job Search Tips

## WHERE TO START?

- Read the fine print and meet the deadline. Ensure you meet all qualifications!
- Formal job posts might be closed in 48 hours or less — visit federal job websites every day so you don't miss anything.
- Apply to a range of positions for which you are qualified, and don't be picky!

## SENDING "COLD EMAILS" TO MANAGERS

- It's useful to introduce yourself to get your name on someone's radar.
- Make explicit links between your experience and work you want to do.
- Use a specific email title to get their attention.
- Write a short pitch explaining why you're a good match for their department.
- Do your research and show requisite qualifications.

## USE YOUR RESOURCES

- Ensure LinkedIn is updated, attractive, and organised.
- Use your network — don't be shy!
- Ask for "information meetings" to introduce yourself to prospective managers.
- Upgrade your skills, including French, online certifications, etc.

## TO HIGHLIGHT IN YOUR CV

- Government security clearance you've acquired and expiry date
- Language abilities
- Government experience
- Availability for work
- Whether you've qualified for any government candidate pools
- Look at existing materials surrounding the position to guide your application

## THINGS TO REMEMBER

- Consider a variety of roles in the government — they're hard to get!
- Help others, and you will be helped in return.
- Don't be hard on yourself: your performance in this process is not a reflection of your competency as a candidate.
- Managers are busy and may not get back to you — don't take this personally, and don't get discouraged.
- Job posters are not out to trick you. Just follow what is asked and clearly show your experiences.

## KEEPING MANAGERS' ATTENTION

- Respond quickly and be punctual.
- Establish a strong first impression by showcasing soft skills.
- Avoid focusing solely on your needs but highlight what you bring to the team.
- Speak with purpose — quality over quantity is important
- Prepare by reading news, Budget, Speech from the Throne, & Mandate Letter.
- Bring a CV and your A Game!