



Virtual Coaching Series

*Applying for a position
in the Federal Public Service*

*by Andrée Martineau,
Career management coach*



Virtual Coaching Series

Applying for a position in the Federal Public Service

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Virtual Coaching Series
Applying for a
Position in the Federal Public Service

Volume I. The Resume



THE 3 SECRETS OF A SUCCESSFUL RESUME

in the Federal Public Service of Canada

*Discover the 3 best kept secrets
to ensure your success!*

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Introduction

Objectives of Virtual Coaching

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This Book and You

THE OBJECTIVES OF THE VIRTUAL COACHING SERIES

This 3-book virtual coaching series is intended as a dynamic and motivating accompaniment tool that will stimulate the writing of the resume you wish to send to the Federal Public Service. This may seem impressive at first glance, but when you consider that hiring managers have to abide by two laws and two regulations, one quickly understands that a procedure is well established, and that a method does exist for entering this federal organization.

Are you dreaming of positions as an astronaut, a researcher in agriculture or aerodynamics, a building engineer or a project manager in international development within the Federal Public Service? This book presents the three secrets to ensure that your application will be accepted for an internal or external selection process.

If you follow the advice in this book, a positive response awaits you—if you meet all the essential requirements, of course!

Maximizing Your Time

When you are looking for a job, you do not have time to wait, and even less time to devote much effort to candidacies that lead nowhere, do you?

For over a hundred years, the Public Service Commission has been recruiting Canadians, but no formal work has ever been written about it. Candidates therefore had to apply for positions blindly, relying on hearsay and on the many myths that exist concerning the ways to submit one's candidacy.

Nowadays, with the information superhighway, some positions only allow 48 hours for candidates to submit their candidacies. You must therefore be efficient and ready at all times. For any professional, this requires a lot of discipline and perseverance. The 3 secrets you will discover allow you to be ready at all times, no matter what position you are applying for. They offer innovative solutions, and a fast, simple and effective strategy.



Concrete Examples/Testimonies/Quotes

This book also offers examples of resumes with headings that you can use, thus allowing you to prove that you meet the requirements for a given position.

I will also share real life examples that I have gathered to help you become an expert.

You will therefore have ALL THE INFORMATION you need, and will be aware of the new trends in resume writing, and most importantly, all the tips to navigate the selection process for the Federal Public Service.

An Effective Approach

This book is a manual for structuring the writing of your resume in easy steps, for stimulating your desire to apply for a position, and especially for ensuring that you move on to the next step, that of the written exam and interview. By way of practical exercises and self-evaluation grids, you will be able to write a successful resume for the position you have wanted for so long.

WARNING: after using the advice in this book and sending in your application, you will know whether you will be invited to move on to the next step (examination or interview). Therefore make sure you are ready, because usually, when you receive a call, you only have a few days to prepare!

AN OVERVIEW OF THE 3 SECRETS

In order to facilitate the process, this virtual coaching tool includes three secrets that you can use consecutively.

Secret #1. Reading Job Offers Efficiently

With the mass departure of employees because of retirement, a large number of available positions are posted daily on the Federal Public Service website. The first secret will allow you to demystify the hidden side of the selection process in legislation at the federal Public Service, and will present how to access the website that advertises positions open to internal employees and to external candidates.

As the number of positions available is varied and numerous, it is important to apply to positions for which you qualify. Reading the job offer effectively will allow you to maximize your time and concentrate your efforts on positions where you have an advantage, but also to use an effective strategy in managing your energies. When you apply for federal government jobs, you need to maintain a high morale and absolutely avoid the “I am looking for anything” attitude, otherwise you will get lost in the labyrinths of the 70 departments and agencies of the Federal Public Service.



Secret #2. Showcase the Experience They are Looking for

The 2nd secret refers to three specific strategies to improve your resume. In this section you will find all the tricks to writing a resume destined to the Federal Public Service that will, without a doubt, lead to an invitation for a written test or an interview. The three levers will make you change the content and format of your resume:

Lever I – The screening grid that you will learn to create for each desired position

Lever II – A judicious use of action verbs

Lever III - The addition of measurement units (to quantify and qualify the experience you need to demonstrate).

You will see, in addition to enriching the vocabulary you use regularly, that the use of those three levers will add value to your past experiences and facilitate the writing of your resume.

Secret #3. Judicious Use of the Internet

Finally, the last (but certainly not the least) secret is that of sending your resume electronically. The use of computers in the screening process of the Federal Public Service in the year 2000 brought about a sense of uncertainty, and this is the last feeling you want amidst your efforts, since you do not always receive news about the processes to which you submit your application. The third secret is the one that familiarizes you with the computer system, introduces you to new market trends and supports you in developing an electronic resume.

CHAPTERS STRUCTURE

Organization of the Chapters

Each chapter includes the following:

A summary of the chapter that serves to summarize the information contained in the chapter, and allows you to determine whether the chapter answers your questions of the moment or not.

What's the point? To make sense of the chapter, motivate your reading and put exercises into practice.

The chapter itself, which explains the revealed secret and provides examples to demonstrate what is explained.

A reminder which summarizes the secret that is presented, and makes it easy to review the book.

This guide is designed to support your efforts. Although it can be read from beginning to end as a general work, it is also designed so that you can get answers to your questions as quickly as possible. In addition, you will find at the end of the guide a section entitled "Five Key Strategies for Writing your Resume," which summarizes all the suggestions in the guide.



Bonus

At the end of the book, various tools complementary to the 3 secrets are available, in order to answer any other questions you might ask yourself when writing your resume for the Federal Public Service:

Refreshing your Resume

Writing Tips

Mistakes to Avoid

Resume Examples

THIS BOOK AND YOU

Too often, efforts made to obtain a new position wind up consisting of finding ourselves alone, isolated and face-to-face with the computer. It is something completely different that is proposed here.

Through this book, I actually wish to offer my support «virtually», all my experience and my advice on each of the steps to follow to enable you to access the next stage of the selection process in order to obtain a position in the federal public service, whichever it is.

By using the three secrets proposed, you will increase the level of confidence you have when you apply, you will boost your efforts with all new adventures, and you have more fun playing the game designed by this great machine that hires more than 250,000 employees annually.

If I offer this one-of-a-kind approach, it is because as an expert in HR and Career Management Coach, I have seen positive results for people seeking employment in the federal public service. My support and my approach are very simple. They are based on the fact that nobody reacts to a situation in the same way as someone else, just like each position is unique because it is administered by different managers. I also aim at boosting your confidence and your self-esteem through this process. In fact, the intention is to build your confidence in your expertise and your skills by defining them well and by presenting them objectively, and without ambiguity.



Recognizing the Requirements

Did you know that for each position opened, the staffing specialists of the Federal Public Service systematically create a grid comprising the screening criteria? This table is used to evaluate each application, and thus serves to demonstrate the reasons for the selection or refusal of a given candidate. By learning to decode the job offers, you will be able to create such a grid and ensure that you meet all of the requirements of the position.

THE HIDDEN SIDE OF FEDERAL PUBLIC SERVICE JOB OFFERS

The Federal Public Service is considered the largest employer in Canada. Employing more than 250,000 people, the types of jobs it offers include moving clerk (GR), senior manager (EX), secretary (CR and AS), statistician (MA), IT specialist (CS), biologist (BI) and researcher (ER) in various fields, to name but a few.

If the federal government has a very large number of employees, it is not without reason. The work conditions attract many candidates to apply within the organization. With the possibility of flexible hours, the salary and work conditions superior to those of the private sector and opportunities for mobility and advancement within the organization, all makes this organization an employer of choice.

A process Governed by Laws and Regulations

If this employer interests you, do you however know that there is a price to pay for managing such a large number of employees? It is bureaucracy, and with regard to the staffing process, this is reflected by two laws and two regulations that legislate the actions of managers and selection committees. Indeed, the hiring of employees within the Federal Public Service is governed by:

[1\) The Public Service Modernization Act](#)

[2\) The Public Service Employment Act](#)

These laws define the role of each player in the staffing process and aim to provide the Federal Public Service with a skilled workforce, and this, as transparently and objectively as possible.

The Steps of the Screening Process

This section is very important to understand how the process which you are going to participate in works. Generally, when applying for a position in the Federal Public Service, you have to go through two major steps divided into sub-steps:

1- Screening:

First step for sorting the candidacies. At this stage, an initial screening is performed in order to reduce the number of candidacies proceeding to the second step. **This step seeks to assess your education and experience.**



The resume: A computer or human resources officer is mandated to assess your resume and ensure that you meet the essential requirements and those constituting an asset to the advertised position. It contains your employment history.

The cover letter: Sometimes, the cover letter is attached to the front of the resume, or conversely, it is replaced by spaces where you are required to demonstrate that you have the required experience in under 200 words. Regardless of the format given to this information, it is important to summarize your education, your experience and the assets outlined in the job offer for the desired position.

2- Selection:

Written exams: Numerous exams exist and are designed to measure your knowledge, skills and/or qualifications for the position.

Interview and simulations: These steps are also used to measure your knowledge, skills and/or qualifications required for the position.

Security clearance: Your security clearance is checked towards the end of the process. It is the responsibility of the department that will accept your candidacy to proceed with the allocation of a security clearance.

Language exam: Generally at the end of the process, the department responsible for the selection process requests to evaluate your language level. There are three types of tests.

References: These are generally checked at the end of the selection process to ensure that all the selection criteria are indeed met.

In terms of writing your resume, **what matters is the screening stage**. When your resume has passed this step, you will in turn be invited to the subsequent steps, and adequate preparation will be needed—but first you must undergo this first level of assessment, where you can expect to be compared to several hundred people (if not thousands).

The Right Moment to Apply

When a job offer is posted on the Federal Public Service website, you have the opportunity to apply. The time allocated for submitting your application may vary between 24 hours and 2 weeks, depending on the choices of the selection committee. Be ready!

Moreover, note that whether you send your application immediately after the job offer is posted or wait until the last minute does make a difference, seeing as though certain processes cease to accumulate candidacies after a given number of respondents (e.g. a maximum of 200). The manager will receive a stack of compiled resumes and process them thereafter.

The Different Readers of your Resume

The reception of resumes online is performed either by the Public Service Commission or by the department that manages the selection process.



REMINDER FOR SECRET #1

JOB OFFERS

- ▶ Always print out the two documents concerning the positions that interest you:

The job offer (to write your resume)

Only the job offer is useful for the writing of your resume

The statement of merit criteria
(to prepare for the exam and the interview)

The initial screening stage ONLY assesses education and experience

- ▶ There are five elements you ABSOLUTELY need to look for in the job offer before writing your resume, visualizing yourself in the position and applying:

1. The information on the position and conditions thereof

4. The work experience required

2. The selection area ("Who is eligible?" section)

5. Do you master, or can you master within a short span of time, the knowledge required?

3. The schooling or education required

- ▶ The initial screening may include four types of readers. Be cautious of these when you write your resume:

A computer

A consultant

A human resources officer

The manager

If there is an essential criterion you do not meet, it is not recommended to apply. Your application will automatically be rejected.

If you do not possess all of the qualifications that constitute an asset for the position, you can apply and nevertheless be selected for other types of positions.



6 MISTAKES TO AVOID

1. Spelling Mistakes

In 2007, with the vast array of computer tools available, such mistakes can have a grave impact on your credibility. Ask others to proofread your resume, and make sure both your content and coordinates are correctly indicated. It can be very annoying to read a text full of mistakes... no?

2. Lying or Falsely Inflating your Experience

We cannot stress this enough: these lies are worse for you than for those you lie to. When you do this, you increase your level of stress for the next steps, you risk your credibility within a new organization, and you deceive yourself. Be patient. If you think you are made for the federal government, a position will present itself to you and meet your expectations.

3. Being Vague

When your statements are vague, and reflect a situation too generally, it is difficult for someone who does not know you to grasp the meaning of your idea—but more importantly, to infer that you can prove you possess the experience required. Do not assume that your reader understands. The proof must be written!

Similarly, avoid inflating your past experiences or the use of adjectives and adverbs chosen (e.g. a lot, many, enough, etc.) which are not necessarily easy to interpret. While being honest, know the true extent of your qualifications.

4. Working in Isolation

How many times a year do you perform job hunting-related tasks? Not often enough to consider yourself a resume specialist. Even human resource professionals at a managerial level consult others to increase their chances of being shortlisted.

To what extent will your salary be increased by the position you are applying for? Be aware of the effects of isolation on your approach: joy, laughter, pleasure and liveliness, or rather despair, frustration and misunderstanding? Joining a group to boost your efforts can be beneficial, in addition to increasing your chances of getting a job through networking.

5. Using the Same Resume for Different Positions

Now that you have read this book on the specific resume, is it still necessary to convince you of the need to adapt your resume for each position? If you do not do this, you are now able to understand why your application will be assessed as being poor. Is this the impression you want to give?

6. A Resume of Over 3 pages

If you have written a specific resume, there is no reason for it to contain more than 3 pages. Each sentence should have been chosen carefully and respond specifically to what the manager seeks. Do not say too much in order not to distract the reader.

Virtual Coaching Series
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Volume II. The Cover Letter



THE 5 SECRETS OF WRITING A COVER LETTER

for the Federal Public Service of Canada

*Discover the cover letter secrets to entering
the Federal Public Service of Canada*

*by Andrée Martineau,
Career management coach*



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Secret #1

The objective of the 1st secret

Definition of a cover letter

Difference between the various types of hiring letters

Where to attach the cover letter?

When to use it?

Aide-Mémoire of the 1st secret

KNOW WHAT A COVER LETTER IS

THE OBJECTIVES OF THE 1ST SECRET

Nothing is more difficult than trying to write a cover letter when you don't know what it is! The objective of this chapter is precisely to specify what a cover letter is, distinguish it from other hiring letters, and guide you in its writing.

Knowing what the cover letter really is will allow you to understand the expectations of the selection committee, include the researched elements, and especially to pass the first phase of selection of every nomination process at the Federal Public Service.



DEFINITION OF A COVER LETTER

One of the main things you should know is that the cover letter is a term exclusively used at the Federal Public Service. It is a concept that is completely unique. It has nothing to do with the conventional cover letter, the motivation letter, or even the promotional letter

This new tool, which came into force with the law on the Modernization of manpower, aims to present your work experience in an indisputable manner depending on a specific position. Indeed, the cover letter, which is very important within the Federal Public Service, is a record (summary) of your years of experience relevant to the position for which you are applying.

The cover letter addresses every requirement of the advertisement and clearly demonstrates that you possess the experience to meet each requirement. Its goal is to clearly answer the manager's expectations (see example at the end of the BONUS section of the book).

DIFFERENCE BETWEEN A COVER LETTER AND A COVER LETTER

The cover letter is a completely unique concept and one of the most important in the selection process of the Federal Public Service. It has nothing to do with the presentation letter we are accustomed to in the private sector. There are also few similarities with the promotional letter (or motivational letter) that serves to introduce you when you are looking for a job.

As the following table shows, the three types of letters exist but not all of them are used at the Federal Public Service, and if they are, it is not under staffing circumstances.



Table 1 - Comparison of the different types of hiring letters

Cover letter	Cover letter(Private Sector)	Promotional letter
Used to answer a job opportunity advertisement at the Federal Public Service	Used in the private sector	Used as a networking tool in the federal government AND in the private sector for unadvertised positions (assignment or relocation)
Summarizes and demonstrates your expertise for a particular advertised position	Introduces your resume, for a job, in a general way	Summarizes and demonstrates your expertise for a type of position, in general
Goes along with the specific resume	Presents the specific resume	Goes along with the promotional resume
Intended for the manager who decided the education and experience requirements and then separated them into essential and assets	Sent to a company that published a job advertisement	Intended for a potential employer whose organizational needs are unknown.
Acts like a briefing note about your application	Acts like an introduction to your resume	Acts like a representative in your absence

The cover letter

As you know, the Federal Public Service has its own process and during the pre-selection, proving you meet specific requirements is one of the differences with the private sector, where an application is made in a broad way.

The cover letter is used in an announced (advertised) process in the Federal Public Service and goes with the resume you will have written specifically for the position you're applying for. It goes over every important expe-



rience and, moreover, demonstrates, beyond any doubt, that you possess the required experience.

This cover letter is intended for the manager who carefully chose the requirements for the job opportunity advertisement. To underline the cover letter's purpose, I often compare this type of letter to a briefing note – to use Federal Public Service terminology - where the information is presented clearly and rapidly. At first glance, all your information related to the job should be easy for the selection committee to see and your demonstration of how you meet each requirement should be obvious. If you've done it right, your application will be approved and pre-selected for advancement. The example in the BONUS section at the end of this book shows the extent to which you should show the level of required details.

The private sector cover letter

The private sector cover letter introduces the resume in a general way. It presents your job objective and often, those who write it have little clue what to include in it. It is used to speak of one's experience and good points, but it often seems a little useless. It is the type of letter that is traditionally used in job hunting.

In my opinion, this letter is outdated and even private enterprises are increasingly moving towards requesting public sector-style letters because they clearly summarize and present the résumé's contents in a reader-friendly manner.

The promotional letter (of interest or motivation)

Growing out of the conventional cover letter, the promotional letter has been increasingly popular in the last few years because it presents all the requirements of coveted job positions without there being a job opportunity advertisement.

Not to be disregarded within the Federal Public Service, the number of jobs obtained through your acquaintance network is greater than you might think and the promotional letter is a valuable tool to requesting an assignment or a relocation that was not announced.

Indeed, the promotional letter will speak for you despite your absence. This way, you can strategically send your application to certain people who are in positions to help you transition to a new job, location, or department. It serves as your representative.

Since it is also used in networking activities, it necessarily goes with the promotional resume rather than the specific résumé. The promotional résumé summarizes your entire experience and doesn't focus on any particular job. As useful as it may be in certain circumstances, a promotional cover letter is not recommended in responding to a job advertisement.

WHERE TO ATTACH THE COVER LETTER?

The cover letter is always attached to a specific resume.

The letter can be found in two (2) places:



1- In the email used to submit your application

You can copy your letter and insert it in the email addressed to the person responsible for receiving applications.

However, you should know that this way of sending is becoming rarer and rarer because human resources employees prefer the use of an online application system. However, as long as it is possible to use this communication method, I encourage you to use it because it allows you to keep using a flexible page format (that is not electronic).

If you decide to send your application by mail/internal mail, your cover letter should be on top of your resume, both of which should be included in the same envelope.

If you choose to send your application in an email, you can include your cover letter in the body of the email and attach your resume.

2- Online application- « Apply online! »

In the case where you must apply online, there might not be any space to insert a cover letter. You then have two options to choose from:

First, you can fill in the blanks provided for answers to each question as though it were your cover letter. These blank spaces were actually created for people who did not know what a cover letter was and were frustrated after being refused.

The other alternative is to put it inside the field reserved for the resume, if there is enough space.

WHEN TO USE IT?

Contrary to popular belief, the cover letter should be attached every time you answer a job opportunity advertisement.

All federal public servants know about this strategy and use this type of letter. They recognize the pre-selection process is subjected to two laws and two regulations. Aside from federal public servants, anybody wanting to integrate into the Federal Public Service should adopt the same strategy and adapt their application tools to the organization.

If there is a particular résumé style for the private sector, the same can be said about the Federal Public service. Now is the time to re-think your job search strategy, and seize the opportunities the Federal Public Service offers. It's YOUR turn to shine and it's YOUR time to take advantage of the 5 secrets I'm sharing.



REMINDER OF SECRET #1

Everything you should know about the cover letter

- ▶ The cover letter's goal is to meet the specific criteria stated in a job opportunity advertisement and is just as important in the pre-selection process as the resume.
- ▶ Use it every time you apply to a job opportunity advertisement.
- ▶ The cover letter is there to present the resume, the contents of which are limited compared to the contents of the cover letter.
- ▶ The promotional letter is used as a networking tool. When you apply online, if there's no specific field to place the cover letter, make use of the space in the questions section and include it by answering the questions with the appropriate sections of your cover letter.
- ▶ You should include a cover letter in your application even if it is not asked for.



Bonus

10 good reasons to write
a cover letter

A list of mistakes to avoid

Self-evaluation grid to make sure
you do not forget anything

Example #1 : A typical cover letter

Example #2: A "T" format cover letter

10 GOOD REASONS TO WRITE A COVER LETTER

1. To demonstrate your qualifications to the manager

I think it is the most important reason and justifies that you should ALWAYS attach a cover letter to your applications. This letter will allow you to effectively and unequivocally make the demonstration of your qualifications for the coveted position, even better than a resume can. With strong, well-written content, you will have the necessary arguments to convince the reader to summon you for the next stage (that is generally the written exam).

Also, as you will learn in the following pages, your cover letter will summarize your experience and present information in a measurable and quantitative way, something the manager would not have done by himself/herself.

2. To facilitate the work of the manager

Yes, to facilitate the work of the manager and I am not embarrassed to write this. As I already said, managers could receive hundreds or thousands of applications and must generate a report for all the accepted and rejected applications. When they receive cover letters that clearly demonstrate the required experience, it is easier and faster for them to justify their choice because it allows them to quickly find the information stated in the job opportunity advertisement.

3. To ensure you demonstrate all the required criteria

By writing the cover letter, you ensure that you clearly demonstrate ALL the required criteria in the job opportunity advertisement. As you will see later in this book, the cover letter serves to summarize the information in your résumé. It presents your qualifications in a structured format and ensures you've answered each requirement.



4. To demonstrate your interest in this position

First, it is important to remember that managers are looking for people to fill their staffing needs. They are looking for motivated and dynamic people who want to sustain projects and accomplish initiatives they are responsible for. Attaching a cover letter to your application allows managers to feel your interest for the position. It is not only because you want to work or because you need a job that you are applying, you also demonstrate the indubitable seriousness of your professionalism and of the expertise you have to offer to this potential employer.

For a manager, the cost of filling a position averages \$40,000. Therefore, his or her choice candidate must be sensible and profitable. The time you spend writing your cover letter will be greatly returned the day you start your new job and for many years to come...

5. To demonstrate your understanding of the selection process and your respect of the guidelines

Indeed, there is a certain way of doing things at the Federal Public Service and if you include a cover letter clearly demonstrating your expertise, you will prove to the manager that you are aware of the policies to follow. You will also show your motivation and if your application has punch, it is not because it “stands out” from others or even because you used bright yellow paper, but rather because it aims right and facilitates the work of the manager.

6. To give a good first impression

An employee who shows his/her understanding of the way the selection process works from the very first stage is reassuring and inspires trust. It also demonstrates your respect for the process, your spirit of initiative, and your professional ambition because you are aware of the “right method” to use.

7. To facilitate the process

Simply because the process is electronic and seems bureaucratic does not mean that you are working for a robot. The manager is a person with a greater intelligence than a computer and will be sensitive to the additional effort you made in summarizing and demonstrating your experience.

8. Demonstration of your ability to write and communicate in writing

A smart and articulate letter demonstrates to the manager your ability to summarize information and to present it clearly and concisely in writing. The ability to communicate in writing is included in almost all selection processes.



9. To demonstrate your capacity to serve clients

The very words “public servant” illustrate the type of work you are applying for. As a federal public servant, you must serve the Canadian population and provide customer service. Customer service is the ability to predict and answer the expectations of another person. A cover letter demonstrates just how well you were able to grasp the work of the manager to provide him with the necessary information to help him in the hiring of new employees.

10. To increase the credibility of your application

As part of the first stage of the selection process, the cover letter forces you to review your application and increases your self-confidence level concerning this position. Summarizing the information allows you to have a greater understanding of the expectations of the manager, which will enable you to engage in the next stages with more optimism.



A LIST OF MISTAKES TO AVOID

1. Not adapting the resume to the letter

A popular trend that was all the rage at the public service a while ago was to elaborate a detailed cover letter without adapting the resume that goes with it. For instance, if you write that you have more than 7 years of experience in data capture, the manager must be able to find the detail of these years of experience in your resume.

2. Varying your vocabulary

There is no point in giving in to the temptation of being creative and varying the vocabulary of the job opportunity advertisement. The objective of the manager/reader (and of the informatics system that sorts applications) is to spot these keywords in your application in order to make sure that you have demonstrated the requirements stated in the advertisement.

3. Showing your interest

The majority of the words on cover/motivation letters emphasize the importance of showing your interest. The cover letter for the public federal service is DIFFERENT. It is not about showing your interest but rather demonstrating that you possess the required qualifications (i.e. education, experience, and assets).

4. Mistakes

A letter that stands out because of its poor grammar or spelling mistakes is standing out for the wrong reasons. It loses precious credibility that you can't get back . Proofread it beforehand!

5. Writing a cover or a motivation letter

By trying to do things differently and basing yourself on the advice of experts that do not take into account the rules and regulations of the nomination process of the Federal Public Service, you will miss your objective: to be selected! If you do not adapt your letter to the position, you will not meet the pre-selection criteria and your application will be rejected. If you forget to demonstrate the education and experience required by the advertisement, you will not be selected. It is that simple.

Série Coaching Virtuel

Poser sa candidature

À la fonction publique du Canada,

Volume III. 12 Modèles de candidatures



12 MODÈLES BILINGUES DE CANDIDATURES pour la fonction publique du Canada

*12 samples of candidacies
for the Public Service of Canada*

*par Andrée Martineau,
spécialiste en gestion de carrière*



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To Whom it May Concern.

Please consider my application for the Junion Development Officer. I am very interestrd in this positton becausee it would provide me an opportunity to work in a fiedld that directly correspoonds to my background, interests, key competencies and career plans. After almost two years of working with CIDA, I now feel ready too take on new challenges in the field. Of all CIDA's bilateral programs I have researched, the opportunity in Ame-rica Branch is in my view the most interesting.

As listed below, I meet all of the requirements for this position:

1. Experience working with programs, projects or issues in the area of international development.

Since one year, I manage contracts with Canadian businesses, provide procurements advices and ensure compliance with contract guidelines and policies related to interna-tional development. I review and ensure that the required documentation (proposals, security, request for professional services, etc.) is submitted, proceed to the preparation of a contractual agreement. I also provide managers and employees with information on procedures, requirements and administrative/financial processes and exchange informa-tion with clients and colleagues.

Also, in my volunteer experiences, I had the opportunity to work with specific issues related to international development such as new aid modalities, education, and private sector development.

2. Experience in dealing with partners

As a surveyor Planner for Accreditation Canada, part of my job was to formed various part-nership and maintained reliable relationships with the public and registered participants.

3. Experience living and working in a developing country

I have worked 3months in perou for Red Cross.

I am an outgoing and dedicated individual who works very well in multi-disciplinary teams and is passionate about international development.

Sincerely.



Justin Time

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Ottawa, Ontario A8C 3D4
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e-mail: justa-temps@hotmail.com

PERSONAL INFORMATION

Language profile: English, French (CBC), Spanish (basis)
Security Clearance: Secret
PRI: 987 654 322

EDUCATION

Master of Public Administration, Ste-Marie University, Halifax, N.S., 2002-2004
Bachelor in Social Sciences (Economics), Ottawa University, Ottawa, Ont., 1999-2002

MAJOR AWARD

2004 – Governor General's of Canada Academic Medal for graduating with the highest cumulative average for undergraduate students.

WORKING EXPERIENCES

Management Services Assistant (May 2009-present) Canadian International Development Agency

Participate in the development of the integrated Business Plan

Prepare various financial and administrative information documents



Manage contracts with Canadian businesses: provide procurements advices and ensure compliance with contract guidelines and policies. I review and ensure that the required documentation (proposals, security, request for professional services, etc.) is submitted, proceed to the preparation of a contractual agreement

Provide managers and employees with information on procedures, requirements and administrative/financial processes and exchange information with clients and colleagues

Administrative Assistant (2007-2009) Canadian International Development Agency

Prepare information document : participate in the development of the CEEA public registry report which included summary of findings and provided a recommendation actions for the Director General

Conducted research and analysis of various reports for the manager relating to the organization's administrative activities with the respect to finance and human resources.

Manage the procurement of temporary help services and provided advice on procedures and strategies

Coordinate and research educational opportunities for employees

Surveyor Deployment Planner (2005-2007) Accreditation Canada

Develop and maintain a three-year survey distribution plan

Ensure an appropriate match between surveyor background and survey requirements

Provide recommendations to senior management on the recruitment of surveyor resources and advice on strategies to deal with last minutes cancellations

Continuously formed partnership and maintained relationship with the public and registered participants

Coordinate opening and closing ceremonies on event



EXTRA-CURRICULULAR ACTIVITIES

Disaster Management Volunteer (May 2009-present)

Canadian Red Cross, Ottawa, Ontario

Advisory Committee Member on the project "Action – femmes pauvreté" (2007-2008)

Alliance des femmes de la francophonie canadienne, Ottawa, Ontario

Member of Ste-Marie University' Delegation (2003)

Rights and Democracy Network, Halifax, Nova-Scotia

VISITED COUNTRIES

Perou, Tanzania