

Financial Literacy
Creating a CV and Cover Letter

- 1) Discover your potential career path by taking one of the three quizzes (abilities quiz, work preferences quiz or subjects quiz) at the following website:
<https://www.workbc.ca/CareerCompass/Career-Quiz.aspx>

- 2) Based on the career path you chose previously, select an advertisement for a job that you would be interested in applying for on the following website:
<https://ca.indeed.com/?r=us>
 - a. Include a copy of this advertisement in your assignment
 - b. Research the company.
 - c. Research the job requirements.

- 3) Prepare a Curriculum Vitae (CV) tailored to the job you will apply for. See Ms. Nyberg-Gordon's powerpoint presentation for suggestions and strategies.

- 4) Prepare a Cover Letter to accompany your CV. Refer to the following websites for suggestions and strategies on creating a suitable cover letter.
<https://ca.topresume.com/career-advice/how-to-tailor-your-cover-letter-for-each-position>
<https://www.monster.co.uk/career-advice/article/why-tailoring-the-cover-letter-is-critical>