

Resume and Cover Letter Tips for International Students

Gaining experience in Canada can be very important for international students, especially if they are considering staying in Canada after graduation. Your resume and cover letter can help open some doors, but the format and style may be different from your home country. We've compiled some common questions and concerns that international students who aren't as familiar with North American resumes ask us about their resumes and cover letters. Here are our tips to help you, in addition to the information in our [Resume and Cover Letter Toolkit](#), including a sample for international students. If you have any other questions, please don't hesitate to ask us!

1. Make sure you represent all your strengths, skills and experiences: include paid and unpaid work, extracurricular activities, volunteering. Use the [skills inventory](#) to ensure you can articulate all relevant skills.
2. Experience in a family business can demonstrate a variety of skills; make sure you convey these to the employer.
3. Include your contact info, (if you've selected an English name, have it in brackets after your given first name), but you don't need to include personal information such as age, marital status, visa status, Social Insurance Number or photo.
4. For your references, prepare a separate sheet with your reference information; consult our References tipsheet in the Career Centre for more information on this. Don't include references on your resume; you only need the company/organization name, a city location and country if it's not in Canada.
5. Include fluency in languages, but not English, as it's assumed since you are studying at an English language university.
6. Include information from the last 2-3 years; in first and second year you can include high school and related experiences, but as you progress in your degree it's expected that you are gathering more recent experiences and high school is removed from your resume.
7. Only include the date on the cover letter, not the resume.
8. Use standard business salutations e.g. Ms, Mr., Dr. and then the person's last name in the cover letter. When ending the letter, use "Sincerely" before your signature.
9. For all documents, check your grammar and syntax. Avoid flowery language, or words that aren't usually used in this context (please ask for advice from the Career Centre if you aren't sure).
10. Consult the [Resume and Cover Letter Toolkit](#) for Resume Basics, Intermediate Resumes and Cover Letters, including samples and a checklist.

For more information on job searching for International students, including work permits, on campus opportunities and obtaining a Social Insurance Number, check out our [International Students section](#).