

Tips & tricks when applying (PDF)

Your job application is the first impression you make with us, here are some tips and tricks when applying:

- **Read over the job application** – After your initial scan of the job description, go back and read the posting a couple more times to make sure you didn't miss any details. Be sure to understand the responsibilities and qualifications for the role before applying.
- **Make note of the application deadline** – You don't want to rush your application! Be sure to look at when the position closes and provide yourself with ample time to fill out the application carefully, update and review your resume and cover letter before submitting.
- **Tailor your cover letter to the job** – Use the job description to gain better understanding on the type of employee we are looking for. Draw on information from the job description to write a cover letter that highlights why you would be a great candidate. Make sure to keep the cover letter under one page.
- **Update your resume** – You should customize and update your resume for every job. Showcase roles and responsibilities that are relevant to the position you are applying for and include keywords/phrases that highlight you as a candidate who can be successful in this role.
- **Review before submitting** – Avoid misspellings and grammar errors by double-checking your application and doing a final review on all the documents and answers you have provided. Take your time during the application process and avoid rushing to apply! You can also ask a family member, friend, or colleague to look at the application for you and provide you with feedback.
- **Don't give up!** – Don't be discouraged if you are unsuccessful in your application. We encourage you to continue checking our careers site for future opportunities with us.