

Resume and Cover Letter Tips

What should I think about as I prepare my cover letter?

- A cover letter may be required depending on the role you're applying for.
- Research the position and SickKids to help you write your cover letter.
- Tell us why you're applying, with a brief overview of your professional background and highlight how your qualifications and education match the requirements of the role.
- Use specific examples to demonstrate your skills and achievements. Even if you don't have health care experience, many skills are transferable.
- Mention any relevant certifications, training, or education courses you have completed.
- Keep the letter concise, ideally no longer than one page.
- Check grammar, formatting, and spelling before sending.
- Use a professional tone and language and avoid overly casual phrases.

How do I make my resume stand out?

- A well-written and formatted resume tells a hiring manager a lot about your professionalism and improves the chances of receiving an interview.
- Include a professional summary or objective at the beginning to provide a quick overview of your background and goals.
- Prioritize your education, skills, qualifications and experiences that are directly applicable to the role you are applying for.
- Highlight specific achievements and quantify your accomplishments when possible (e.g., "Increased patient satisfaction by 20%").
- If applicable, include links to professional profiles or portfolios.
- Keep it short and concise, use clear language and avoid jargon that might not be familiar to all readers.
- Organize your resume with headings and bullet points for easy readability.
- Check grammar, formatting, and spelling before sending.