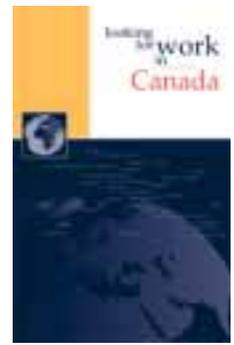


Looking for work in Canada



Working abroad sounds like an adventure to many people. However, it requires thorough preparation, starting with a successful application. Expertise in Labour Mobility has prepared a set of country guides describing the main routes to employment in 31 countries. This is a brief abstract of the *Looking for work in Canada* guide, highlighting the main focus points. For more detailed information, consult the full guide on Canada.

Work permits in Canada

- Always contact the Canadian embassy in your home country to find out more about obtaining work permits.
- EU and US citizens may enter Canada for up to three months without a visa.
- A personal interview, medical test and background check may be involved in your application for a residence permit.

The application procedure in Canada

- Realise the importance of language skills. Having a conversation in a social setting is very different from a business negotiation.
- Canada is a large country; it is best to check the vacancies in the regional paper of the province where you want to work.
- The application process in Canada is very commercial and you have to actively sell yourself.
- In the English-speaking areas of Canada, the application is much like in the US. In the French-speaking areas of the country, it is more formal and less direct.

Writing a resume in Canada

- Use the term 'resume' instead of CV.
- The key focus of your résumé should be to persuade the employer to invite you for an interview. Therefore your resume is a marketing tool, which should be adapted to the market in which you intend to use it.
- It is advisable to write a short profile of yourself, using concise and punchy sentences filled with action verbs and power words.
- Your resume should be thematic; this should highlight the qualities that are important for the vacancy.

The application letter in Canada

- A Canadian application letter (or cover letter) has to be typed in a short and professional style.
- You should always find out whom to address the letter to.
- Demonstrate your knowledge of the industry or the company. Use the company's website as a resource.
- Mention your telephone number in the last paragraph of your application letter.

Do's & Don'ts in Canada

- Do**
- Use power words and action verbs in your application letter and resume.
 - Be very specific in Canada when describing experiences or qualities.
 - Add references to your resume, this is important for foreigners especially.
 - Ask if you don't understand the question.
 - Provide examples to prove your achievements.
 - Look interested – ask questions in an interview.

Power words and action verbs	
Accomplished	Improved
Achieved	Negotiated
Carried out	Realised
Finalised	Represented
Guided	Structured
Handled	Succeeded in

- Don't**
- Sit until invited in a Canadian application interview.
 - Look upon Canadians and Americans as one kind. Both parties do not appreciate this!
 - Put anything besides the truth in your resume, your future boss will find out the truth eventually.
 - Criticize former employers.
 - Go over the top – stay calm and stick to the facts.

Management culture in Canada

- Employees are motivated strongly by their employers and there is little direct criticism in either direction.
- In meetings, formal introductions and ice-breaking sessions are short.
- Office hours are rather flexible. In general, offices are open from 8.00 am to 6.00 pm.
- Do not use professional titles to introduce yourself in Canada. However if you are introducing someone else, do use their title.
- Business cards are seen as a source of future information and Canadians tend to exchange cards easily.

For more information on employment in Canada, order the *Looking for work in Canada* guide – one of 28 Expertise in Labour Mobility *Looking for work in...* guides – at www.labourmobility.com. It's all you need to make that first successful step abroad!

Good luck with your application in Canada!