


Approved By  <p style="font-size: 8px;">CANADIAN ASSOCIATION OF CAREER EDUCATORS AND EMPLOYERS www.cacee.com</p>	<h1 style="margin: 0;">Application for Employment</h1>	<input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Summer <input checked="" type="checkbox"/> Co-op <input type="checkbox"/> Internship <input type="checkbox"/>		
Name of Organization Spell the company name correctly Name of Educational Institution The University of Winnipeg	Position(s) Sought Be specific - use the exact title as on the posting			
General Information				
Surname Last Name	Given Name(s) First and Second Names (all given names)			
Address until	No. 123 City Winnipeg Street Main Street Province/State MB	Postal Code L0L 0L0 Tel. (204)555-5555 E-mail j.doe@uwinnipeg.ca		
Permanent Address (if different from above)	No. _____ City _____ Street _____ Province/State _____	Postal Code _____ Tel. _____ E-mail _____		
Are you legally eligible to accept employment in Canada? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Would you accept employment anywhere in Canada? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
When are you available to start work? Give the month and year (May 2013)		Preferred Location(s) 1. be specific and only indicate 2. if you are willing to 3. relocate		
Education				
Post Secondary or other institutions attended. Begin with most recent.	Faculty, Department, Division, or School	Discipline or Program (Major)	Degree/Diploma/Certificate	Date obtained or expected
University of Winnipeg	Faculty of Business and Economics	Accounting	Bachelor of Business Administration	May 2013
High School		University Entrance	High School Diploma	June 2009
G.P.A. for your most recently completed academic year 3.5 on a scale of 4.5 (Percentage or letter equivalent: B+). G.P.A. for all courses completed to date (cumulative average) 3.0 on a scale of 4.5 (Percentage or letter equivalent: B).				
Highlight skills relevant to the position(s) sought. List your skills that might be important to the position (i.e. knowledge of languages, computer programming experience, word processing skills)				

Educational Experiences and Accomplishments

Describe your relevant courses, project work, theses, publications, and presentations. Include awards and scholarships.

Scholarships and Awards if any

List and describe any courses that you have taken, projects/presentations you have completed that will be beneficial to you on the job.

Use the job description as provided by the CATO's to specifically tailor this section.

Extracurricular Activities

Describe your extracurricular activities including class or campus offices held, volunteer experience, memberships in clubs or organizations, leadership roles, sports activities, hobbies, etc. (You are not required to mention the names of organizations that indicate race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, political beliefs or disabilities).

Involvement in related non-academic activities is significant to the employer. Tell them where your non-academic and non-work interests lie. A lot of firms put a heavy emphasis on this section (almost as much as the academic section above) as it shows your fit in the firm as a person not just an employee.

Also list the skills you have acquired and/or developed through this experience

Can be done in point form

Work Experience

Describe all work experience (paid and unpaid) starting with most recent.

<p>Position Name of Organization</p> <p>Always list the most recent first</p> <p>City Province/State Dates</p> <p style="text-align: right;">month, year to month, year</p> <p>Duties: -list what you did for the company as well as the skills you acquired -use action verbs - illustrate the kinds of skills and achievements that are noteworthy</p>	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Part-time (# of hours/wk 16) <input type="checkbox"/> Co-op <input type="checkbox"/> Internship <input type="checkbox"/> Volunteer <input type="checkbox"/> Full-time <input type="checkbox"/> Other: (specify)
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Summary

Demonstrate your suitability for position(s) sought, by outlining your career objectives and elaborating on the factual material already presented. Show how your experience (educational, extracurricular and work) is relevant to the position(s), organization, and/or field of work for which you are applying.

The most important part of the CACEE form. Recruiters look at this section before anything else (other than to make sure that their company name is spelled correctly).

This section shows that you are the right person for the job and that you have a real interest in both the job and the company.

This is a chance for you to bring together your academic and/or employment skills and experiences with your abilities, interests, preferences and achievements.

Make sure you research the company before you complete this section. Include some positive references to the company here. (i.e. I found speaking with Mr. Recruiter at the Wine and Cheese last week very interesting - note that the recruiter reading this section will check with Mr. Recruiter to see if you did talk with them or if you made an impression on them - . the CA student training program at ABC appeals to me a great deal....)

Discuss why you want to work for this company and what you know about the employer. (i.e. I read a recent article in the September issue of the "Manitoba business Magazine" where ABC company was featured as one of the top companies in Manitoba...)

I understand that any omission or misrepresentation with respect to this information may be cause for denial or immediate termination of employment.

Date and sign form
Date

Signature