achēv NEWCOMER INFORMATION CENTRE

VIRTUAL ONE-ON-ONE COVER LETTER CRITIQUE FOR NEWCOMERS

Monday, January 13, 2025

Book your 45-minute appointment between 9:30 a.m. - 2:30 p.m.

During your virtual one-on-one appointment, you will learn:

- The purpose of a cover letter
- How to create an effective cover letter based on an employer's expectations, job description, and labour market trends
- How to tailor your cover letter for each resume submission
- Applicant Software Tracking System (ATS) tips

Eligibility Criteria:

- **Permanent Residents or Convention Refugees with a valid PR card, Confirmation of PR, or Notice of Decision or CUAET visa holder**
- **Able to read, write, and speak English (Canadian Language Benchmark (CLB) level 5)**
- **Up-to-date resume**

Appointments available on a first-come, first-served basis.
Register at nicoakville@achev.ca

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