



# Insider Tips

FOR NAILING THAT

# INTERVIEW

COVER LETTERS, RESUMÉS, CLEAN SHIRTS, OH MY!



We reached out to  
Nicole Bissonnette and  
Dawn Jerome from  
Biscuits Leclerc in Cornwall  
to help local job seekers.  
The two seasoned  
HR professionals provided the  
following answers to  
frequently asked questions.



It seems like there are as many ways to apply for a job as there are jobs. The end goal, however, remains the same. Follow these tips to give yourself the best shot at getting noticed, and how to excel once you get that interview.

#### How long should a resumé be?

- If you're applying for a general labour position, logistics position, or a production position, a 1-2 page resumé is fine
- For technical, management or leadership positions, the resumé can be longer (2-3 pages)
- Be sure to include job history, including dates, education and other transferrable skills

#### How important is a cover letter?

- A cover letter is a must when applying for any management or leadership position
- It is preferable for a technical position and nice to have but not necessary for an entry level position

#### What is an employer really looking for from an employee?

- Enthusiasm
- Positive attitude
- Capable and willing to learn
- Transferrable skills and/or experience
- Someone looking for a career not a job

#### What are the most common mistakes applicants make?

- Incomplete or incorrect resumé (lying on resumé, omitting education, gaps in employment history, etc.)
- Being a no-show or late to the interview. (Especially if you don't call to let the interviewer know!)
- Excessive phone calls, emails to the recruiter (multiple times per day/week)
- Giving an answer to a question that is clearly memorized from a textbook as opposed to expressing your own thoughts
- Providing inappropriate references, incomplete contact information and not contacting the references prior to giving their names
- Avoiding answering the question or outright lying during the interview

#### What should I do to prepare for an interview?

- Research the job and learn as much as you can about the company
- Visit corporate website
- Learn how to perform well during interviews (free courses are available locally)
- Prepare for questions on how your skills match the job, and have answers ready to go for questions relating to your experience
- Arrive a few minutes early
- Dress in clean and presentable attire

#### Where do I find available jobs?

- Most jobs are posted online
- Visit local recruitment websites (ChooseCornwall Job Board, local media, career pages, etc.)
- Visit the career sections on the corporate websites of local employers
- Visit general recruitment websites such as Indeed and JobBank.gc.ca
- Speak with local employment agencies (JobZone, GIAG, etc.)

#### I don't think I have the right skills for the job. Should I still apply?

- Absolutely! It never hurts to apply. The company may be hiring for fit, not for skills or experience
- Most companies are willing to train
- You may fit a role that is not advertised

#### Final Thoughts/Advice:

- Be prepared
- Be able to sell yourself for the job you want
- Communicate with confidence and most importantly, be honest!

*Biscuits Leclerc, along with other local employers, are currently recruiting to fill over 500 available positions.*

*Visit [www.ChooseCornwall.ca](http://www.ChooseCornwall.ca) to view current job postings and download the Cornwall Career Guide.*







# FIND THE RIGHT JOB FOR YOU

Hundreds of new jobs have been created in Cornwall in the last year - and opportunities in entry level and leadership positions are opening up each week. Look for your dream job in logistics, food processing, manufacturing, call centres and more... all on one website!



Dozens of new job postings - updated daily!

