

Applying for Jobs

Applications, Resumes, Interviews and Following Up

Pathways to Success



Land Acknowledgement

As we begin this module, Canadore College acknowledges the land on which we live, learn, and work. Canadore College is located on the traditional territory of the Anishinaabeg people, within lands protected by the Robinson Huron Treaty of 1850. This land has been home to the Nipissing First Nation since time immemorial.

This acknowledgement is one way of showing respect and gratitude for Indigenous peoples who have lived on this land for many generations. It is also part of Canadore College's commitment to building stronger relationships, improving understanding between nations, and continuing to learn about Indigenous peoples, histories, cultures, and communities across Canada, including First Nations, Inuit, and Métis peoples.

Introduction

Applying for jobs is one of the most important parts of the job-search process. However, applying effectively means more than finding a job title that looks interesting and sending a resume.

Before applying, students should learn how to read job postings carefully, identify what the employer is asking for, understand whether the job is a realistic fit, and decide how to present their skills and experience clearly.

This section focuses on how to understand job postings and use them to guide your application. A job posting can tell you much more than the name of the job. It can tell you what the employer needs, what skills they value, what requirements you must meet, what the work may look like, and what you should highlight in your resume or cover letter.

The goal of this section is to help students become more strategic when applying for jobs. Instead of applying randomly or using the same application for every position, students should learn how to read the posting, understand the employer's needs, and prepare an application that connects their real experience to the role.

What is a Job Posting?

A job posting is an advertisement from an employer that tells people a position is available. In most cases, the posting is shared publicly so applicants can learn about the role and decide whether to apply.

A job posting usually includes several important pieces of information. It may include a summary of the job, a description of the main duties and responsibilities, information about the employer or workplace, requirements for the position, and instructions on how to apply.

Job Title: International Student Navigator**Department:** International**Location:** Commerce Court Campus (60 Commerce Cres), College Drive Campus (100 College Drive),**Status:** Temporary, part time**Contract Duration:** May 29 - August 31, 2026**Hours Per Week:** 20 Hours**Pay Rate:** \$17.95 + 6% Vacation Pay**Application Deadline:** June 30, 2026**Position Description**

The International Student Navigator supports the day-to-day operations, student engagement initiatives, and events within the International Department. This position serves as a front-line point of contact at both the College Drive and Commerce Court campuses and plays an important role in creating a welcoming, supportive, and engaging student experience.

The successful candidate will provide first-level customer service and email support through the International Department inbox, prepare written responses to inquiries, and redirect requests as required. The role also supports the planning, promotion, setup, and execution of departmental events, cultural celebrations, information booths and student engagement activities.

This position requires a proactive and resourceful individual who is comfortable working both independently and collaboratively. The ideal candidate demonstrates initiative, strong communication skills, professionalism, empathy, and a willingness to contribute to the broader goals of the International Department. The successful candidate will be expected to assist with projects and responsibilities with minimal supervision while maintaining a positive and student-focused approach.

Example of a Job Posting: International Student Navigator

The posting may also include information about the working conditions, such as whether the job is full-time, part-time, temporary, permanent, on-site, hybrid, or remote. It may include the location, expected hours, pay rate, contract dates, application deadline, or other important details.

Job postings may also explain what education, experience, skills, certifications, or documents are required. For example, an employer may ask for a resume, cover letter, references, portfolio, transcript, proof of enrolment, or other documents.

There are also different types of job postings. An internal job posting is usually only open to people already connected to the organization, such as current employees. An external job posting is shared publicly, such as on an employer website, campus job portal, or job board, and is usually open to outside applicants.

For students, it is important to understand that a job posting is not only an announcement. It is also a guide. The employer is telling you what the role involves, what they need, and how they want you to apply.

Key Elements of a Job Posting

Most job postings include key elements that students can learn to identify.

Job Title: International Student Navigator

Position Title

Department: International
Location: Commerce Court Campus (60 Commerce Cres), College Drive Campus (100 College Drive),
Status: Temporary, part time
Contract Duration: May 29 - August 31, 2026
Hours Per Week: 20 Hours
Pay Rate: \$17.95 + 6% Vacation Pay
Application Deadline: May 21, 2026

Position Information

Position Description

Description

Skills

Hard Requirements

- Minimum GPA of 3.5 required.
- Must be a current or returning Canadore College student.
- Must have completed at least one semester at Canadore College.
- Experience planning or supporting small to large-scale events, cultural celebrations, student engagement initiatives, etc.
- Strong written and verbal communication skills with the ability to prepare to student inquiries.
- Strong customer service skills.
- Ability to work independently, take initiative, and contribute beyond assigned tasks.
- Strong organizational and time-management skills.
- High level of resourcefulness.
- Sound judgement, problem-solving skills.
- Ability to work collaboratively while also managing independent responsibilities.
- Comfortable engaging with students in a front-facing environment and assisting with outreach, promotional booths, and event activities.
- Demonstrated empathy, professionalism, discretion, and ability to work with sensitive and confidential information.
- Experience using Microsoft 365 applications, including Outlook and Word.

Soft Requirements

Canadore College is committed to inclusion, diversity, equity, and accessibility.

Breakdown of the Elements of The Example Posting: International Student Navigator

The first element is the **position title**. This tells you the name of the role. The title may give you a general idea of the work, but it does not tell you everything. A student should not apply based on the job title alone.

The second element is **position information**. This may include the department, location, job status, contract length, hours per week, pay rate, application deadline, and other practical details. This section helps you decide whether the job is realistic for your situation.

For example, if the job is located far from where you live or study, you need to think about transportation. If the job requires hours that conflict with your class schedule, the job may not be realistic. If the job is temporary or seasonal, you should understand the start and end dates before applying.

The third element is the **position description**. This section explains what the job is and what the person in the role may do. It may describe daily tasks, responsibilities, the purpose of the role, the kind of work environment, and how the role supports the organization.

The fourth element is **hard requirements**. These are requirements the employer says applicants must meet. Hard requirements may include education, enrolment status, GPA, certifications, work eligibility, completed semesters, required experience, required documents, or specific technical skills. If you do not meet a hard requirement, you may not be eligible for the role.

The fifth element is **soft requirements** or preferred qualifications. These may include communication skills, customer service, teamwork, organization, problem-solving, resourcefulness, professionalism, independence, comfort working with people, or experience with certain tools. These may not always be strict requirements, but they show what the employer values.

Learning how to identify these sections helps students read job postings more strategically. The more clearly you can identify the parts of a posting, the easier it becomes to understand what the employer is looking for.

Interpreting a Job Posting

After identifying the parts of a job posting, the next step is understanding what each part tells you about the employer's needs.

When reading the position information, ask yourself what it tells you about schedule, location, pay, and availability. For example, is the job part-time or full-time? Does it fit your class schedule? Can you travel to the workplace reliably? Is the application deadline soon? Are the hours realistic for you?

When reading the job description, ask what it tells you about the daily work. The description may tell you whether the role involves customer service, administrative support, physical work, events, communication, teamwork, technical tasks, or independent responsibilities. This section can help you imagine what the job would actually look like if you were hired.

The job description may also tell you what kind of candidate the employer wants. For example, if the posting mentions a “proactive and resourceful individual,” the employer may value initiative and problem-solving. If it mentions “front-line support,” the employer may value communication and customer service. If it mentions “minimal supervision,” the employer may value independence and reliability.

When reading the hard requirements, ask what you must meet before applying. These requirements may include minimum GPA, enrolment status, completed semesters, required training, required certifications, or work eligibility. If you are unsure whether you meet a requirement, it may be worth asking for clarification before applying.

When reading the soft requirements, ask what skills or qualities the employer seems to value. If the posting repeats communication, organization, customer service, event support, Microsoft 365, teamwork, or professionalism, those are signals. The employer is showing you what matters for the role.

You should also ask what experience you should highlight in your resume or cover letter. If the posting values student-facing communication, you should highlight experience where you helped students, customers, clients, classmates, or community members. If the posting values event support, you should highlight events, workshops, volunteering, campus activities, or project coordination.

A job posting can also help you identify barriers you need to plan around before applying. These may include transportation, schedule, work eligibility, required certifications, lack of references, limited experience, or uncertainty about the role.

Finally, a job posting can help you decide what questions to ask before accepting an interview or job offer. For example, you may need to ask about scheduling, training, work location, required documents, or next steps in the process.

A job posting is not only a list of details. It helps you understand what the employer needs and decide whether the job is a good fit.

What this Means for Your Application

Once you understand what the employer wants, your application should show how your real experience matches the role.

This is where students should connect the job posting to their resume, cover letter, and application form. The posting helps you decide what information matters most.

Use the job posting to decide what skills and experience to highlight in your resume. If the employer values communication, customer service, teamwork, and Microsoft 365, your resume should make those skills easy to see if you have them. If the employer values event support or student engagement, your resume should include relevant examples from work, volunteering, campus involvement, or class projects.

Use the posting to decide which examples best match the job description. Not every experience is equally relevant to every job. For one job, your customer service experience may matter most. For another job, your project work, technical skills, or volunteer experience may be more relevant.

Use the posting to decide what requirements you need to mention clearly. If the employer asks for specific education, enrolment status, certifications, availability, or documents, make sure your application responds to those requirements.

You can also use the posting to decide what to explain in your cover letter. A cover letter is a good place to explain why you are interested in the role, how your experience connects to the employer's needs, and what you can bring to the position.

The posting can also help you decide what questions you may need to ask before accepting an interview. For example, if the schedule is unclear, the work location is uncertain, or the role involves responsibilities you do not fully understand, those may be questions to clarify.

Most importantly, use the posting to decide whether the job is a realistic fit before applying. A job may seem interesting, but it may not work if the schedule conflicts with classes, the location is difficult to reach, or the requirements do not match your current situation.

Your application should not be general. It should clearly show the employer that you understand the role and can connect your real skills, experience, and availability to what they need.

What Should You Do Next?

Before moving to the next section, find one job posting you might want to apply for. Read the posting carefully and try to identify the key skills, features, and requirements the employer is looking for.

As you review the posting, ask yourself:

- What is the position title?
- What does the position information tell me about schedule, location, pay, hours, and deadline?
- What does the description tell me about the daily work?
- What hard requirements must I meet?

- What soft skills or qualities does the employer value?
- What experience do I already have that connects to this role?
- What should I highlight in my resume or cover letter?

Is there anything about this job that may create a barrier for me, such as transportation, availability, eligibility, or required experience?

This practice will help prepare you for the next section: **Building Your Resume**.

Final Takeaway

Applying for jobs is not only about sending out applications. It starts with understanding the job posting.

A job posting helps you identify what the employer needs, what the role involves, whether you meet the requirements, and how to prepare your application. When you read postings carefully, you can make better decisions, apply more strategically, and create applications that better match the employer's needs.

The stronger your understanding of the posting, the stronger your application can be.