

How to Build a Resume

For your application to the Louis Riel School Division





The Roadmap to Resume Success

- Why a strong resume matters
- Tailoring your documents
- Resume content
- Proper references
- Addressing your application
- Final tips for a strong application
- Where to apply
- Resources

Why a Strong Resume Matters

A well-prepared application not only highlights your qualifications but also demonstrates professionalism and attention to detail. To ensure your application is considered, please follow these guidelines when preparing your resume and cover letter.



Tailor Your Resume and Cover Letter to the Position



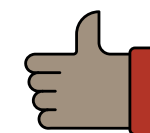
Your resume and cover letter should clearly outline:

- Your **strengths and abilities** relevant to the position
- **Specific experiences and skills** that demonstrate how you meet the **qualifications** listed in the job posting
- Relevant education, certifications, and employment history





Focus on the Qualifications in the Job Posting



Carefully read the job posting and make sure your application highlights how you meet the **listed qualifications**. Use language that mirrors the posting and provide examples that show how your experience matches the job requirements.

Resume Content

Essential inclusions:

- ✓ Contact information (email and phone number)
- ✓ Education and certifications
- ✓ Work experiences that are relevant to the position
- ✓ Skills and competencies

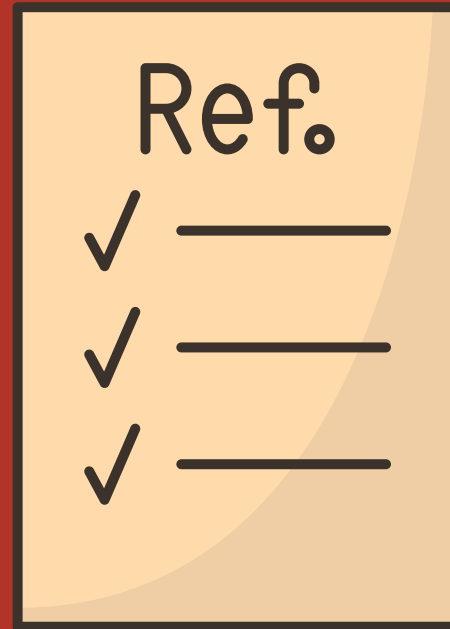


Common Mistakes to Avoid

For privacy and professionalism, do not include:

- A photo of yourself
- Personal information (Social Insurance Number (SIN), home address, marital status, age, religion, or any personal identifiers not relevant to the job)
- Experience and education that is not relevant to the job posting





Choosing References

Examples of Appropriate References

Principal/Vice
Principal

Supervisor

Mentor

Examples of Inappropriate References

Coworker

Family member

Friend

References need to be of a supervisory capacity and related to the duties in the job posting.

We accept one reference from an LRSD administrator if you completed your practicum with them or if you are currently working at their school.

If an LRSD administrator is unable to provide a reference due to limited interaction, or if an administrator is from another school division, we require three references.



Addressing Your Application

Your cover letter and resume should be addressed to:

Staff Services, Louis Riel School Division

Each job posting includes a **Bulletin Number**. You must:

- **Quote the Bulletin Number** in your application materials
- **Submit a separate application** for each job you are applying to

Final Tips for a Strong Application



1 Use clean, easy-to-read **formatting** with **consistent fonts**.

2 Keep your **resume to 1–2 pages** and your **cover letter to one page**.

3 Avoid using overly complex designs or graphics.

4 Focus on **accomplishments** and **measurable outcomes** where possible.

5 **Proofread** thoroughly to eliminate spelling, grammar, and punctuation errors. Have a friend or colleague look it over!



Where do I apply?

All applications must be submitted through the LRSD online application system.

Upload your resume and cover letter as **one document** (PDF or Word).

Check our website and social media regularly for new job postings.

Resource Page

Here are some resources for job
seekers in Winnipeg.



Opportunities for Employment

www.ofe.ca
(204) 925-3490

Manitoba Start

www.manitobastart.com
(204) 944-8833

Osborne Village Resource Centre

www.ovrc.ca
(204) 989-6503

Winnipeg Transition Centre

www.winnipegtransitioncentre.com
(204) 338-3899

Taking Charge!

www.takingcharge.org
(204) 925-1100

Métis Employment & Training (Manitoba Métis Federation)

www.mmfemployment.ca
(204) 586-8474 ext. 2731

THANK YOU



DIVISION SCOLAIRE
LOUIS RIEL
SCHOOL DIVISION