



# Newcomer's guide to finding a job in Canada

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# 1. Overview: Transitioning to a career in Canada



As you begin your newcomer journey in Canada, finding a job in your industry is likely a priority. Finding your first job in Canada marks an important step in building the foundation for your life and career in your new country.

The Canadian job market and job search process are likely a little different from your home country. In this guide, you'll learn about the steps to finding a job in Canada and get tools and tips for every stage, from crafting your Canadian resume and finding your personal brand to acing the final interview at your dream job and getting hired.

Everyone has a different path to success — your job search may take a little longer than you planned, or you may find a new opportunity that you had never considered before. Keeping an open mind and a positive outlook will help you kickstart your career in Canada!

**This guide has two main objectives:**

- To help you prepare for your career search in Canada during the pre- and post-arrival stages
- To provide resources to help you fast-track your job search in Canada

**Inside this guide, you'll find tips, resources, and tools on these career topics:**

- Building a Canadian-style resume and cover letter
- Developing your personal brand
- Enhancing your employability in Canada
- Starting your career search in Canada
- Networking to access the hidden job market
- Preparing for your job interview
- Getting and accepting a job offer

We hope this guide helps you feel prepared and supported at every stage of your job search in Canada.



## 2. Prepare for your job search



Much like moving to a new country, finding your desired role in Canada requires preparation. However, you don't necessarily need to wait until you arrive — there are several steps you can take before you even move. First, prepare a Canadian-style resume and cover letter that highlight your education and work experience. After you've crafted a resume that stands out, enhance your personal and professional brand through online profiles, learn about the industry in Canada through networking, and more.

## Building your resume and cover letter

Your resume is one of the most important documents for your career search, so you'll want to ensure it is the best representation of you and your skills, **in a format that Canadian recruiters are used to reading**. Not having a resume in the Canadian format may hurt your chances of getting hired.

Essentially, your resume is a summary of your work experience and accomplishments, which potential employers can use to determine whether you have the right experience to succeed in a role. In many countries, the terms “resume” and “curriculum vitae” (CV) are used interchangeably, but that is not the case in Canada. Most Canadian employers prefer a resume. A CV is usually used only for academic applications such as academic jobs, grants, research fellowships, etc., and is usually much more comprehensive than a resume.

Resumes in Canada may be shorter than what you may be used to — typically only one or two pages long. A two-page resume is only recommended for professionals with over 10 years of work experience in various positions.

Make your resume stand out with these tips:

### 1. Choose a professional format and template

Before an employer even begins reading the skills and experience listed on your resume, they will notice its format and layout and form their first impression of you. Clean lines, ample white space, professional fonts, and bold headers can all make your resume stand out. There are three types of commonly used resume formats in Canada:

- **Chronological resume:** This type of resume lists your work experience from most to least recent. This is the most common resume format used in Canada and is best suited for experienced professionals with at least some experience in the workforce. It is not ideal if you have major employment gaps or want to switch to a new field.
- **Skills-based resume, also known as a functional resume:** This resume focuses on functional abilities and skills, rather than career progression. A skills-based resume template is preferred for candidates who are switching careers, just entering the workforce, have gaps in their work history, or have frequently changed jobs.
- **Combination resume:** A combination, or hybrid, resume is a mix of the chronological and skills-based formats. A combination resume template is ideal if the intention is to highlight transferable skills while also showcasing work experience. It can be used by a variety of job seekers, including experienced workers, recent graduates, or those with limited experience, multiple short-term work stints, or significant work gaps.

## 2. Plan the sections of your resume

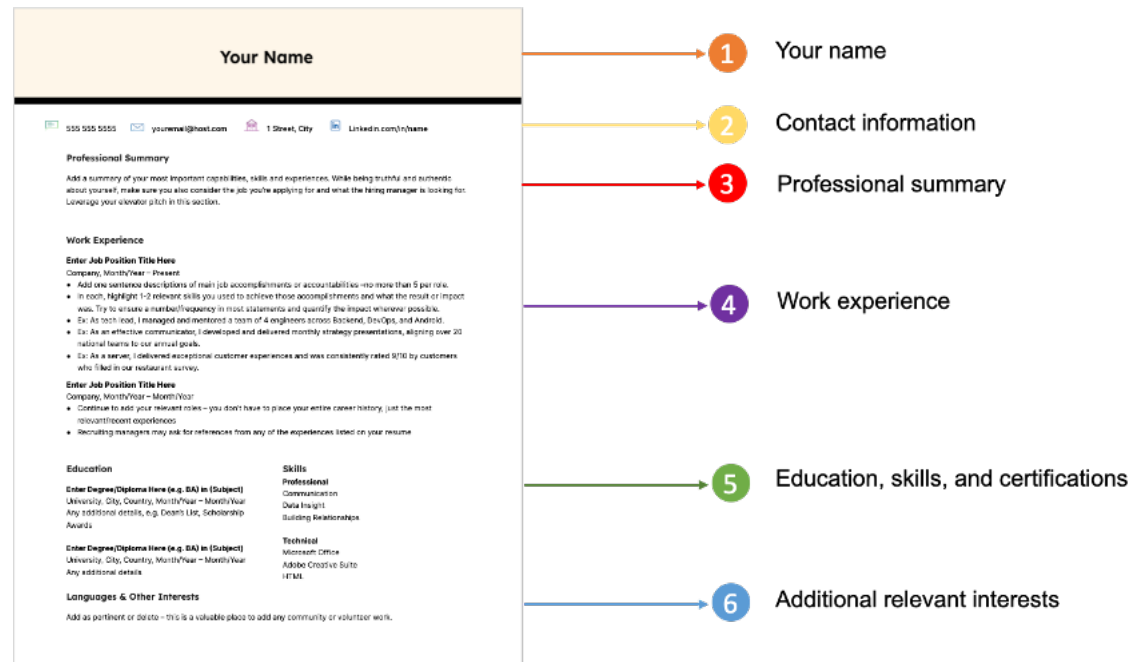
Packing all of the relevant information into a one- or two-page resume can be tricky, so plan the sections of your resume first. Resumes typically always include:

- Your name and contact information (city, phone number, and email)
- Your professional experience including your job titles, employer names, the dates you worked in those positions, and three to five of your key achievements in each role
- Your educational background and professional achievements

Sample resumes like this one show you how to set up these sections. Include a brief summary at the beginning of your resume outlining some of your strongest and most relevant skills to catch your reader's eye right away.

If you're looking for your first job as a newcomer in Canada, including unpaid or volunteer work is a good way to show Canadian experience on your resume. You should only do this if the skills used in your volunteer role match the ones needed in the job that you are applying for.

In some parts of the world, it's common to include personal information such as marital status, nationality, personal interests, hobbies, date of birth, address, and a photograph on a resume. In Canada, however, you should NOT include these details as it is not required under the employment law, and these are not part of the typical resume format.



**TIP:**

Depending on your field of work, you may want to link additional resources to your resume to give your employer a better idea of the work you can perform, such as:

- Your LinkedIn profile
- An e-portfolio (can include written work, graphic design, photography, and more)
- Websites you have designed
- Social media pages you have managed

Be sure to only include relevant links that show your experience, and explain this relevance in your resume.

### 3. Outline your accomplishments instead of job duties

Many job seekers make the mistake of outlining roles and responsibilities instead of achievements on their resumes. Canadian recruiters and hiring managers prefer seeing quantified accomplishments on resumes, so use data or numbers wherever possible. The “CAR” approach (see tip below) can help you structure individual sentences.

**TIP:**

Use the CAR approach to highlight your accomplishments and make your resume stand out:

**C** = What was the **Challenge**?

**A** = What **Action** did you take?

**R** = What was the **Result**?

You can bring your resume to life by starting your sentences with relevant action verbs like spearheaded, achieved, managed, trained, etc.



## 4. Customize your resume to each job listing and keep it relevant

Having a generic resume and sharing it with multiple employers for a variety of job roles will likely not yield the best result for you. It is essential to customize your resume to each position that you're applying for. Tailor your work experience, skills, and any additional information to the role. Use keywords from the job description to show how your experience, skills, and achievements are relevant to this specific role.

Craft a compelling summary for your resume that is relevant to the position you are applying for. Avoid including very detailed information for each position you have held; you can share relevant details in the interview instead.

## 5. Optimize your resume for an Applicant Tracking System (ATS) but write for humans

Many Canadian companies use an ATS to pre-screen resumes and then involve recruiters and hiring managers later in the process. An Applicant Tracking System is software that scans resumes and looks for keywords to determine if they are a good match for a specific job listing. Resumes that match the pre-defined criteria are forwarded to hiring managers or recruiters, while human eyes never see those rejected by the system. You need to keep both in mind when writing your resume. Use the following tips to optimize your resume for an ATS:

- Use standard formatting and don't include images, designs, charts, or tables.
- Use correct headers and include keywords that match the job description and desired core competencies and skills.
- Send your resume as a Microsoft Word (.doc or .docx) document. Most ATS systems tend to process Word files better than PDF.
- Spell out abbreviations at least once on your resume.
- Include experiences, skills, and qualifications relevant to the position.
- Avoid long paragraphs and font sizes under size 10.
- Convert technical terms, grades, and scores to their Canadian equivalents.

Don't lie or exaggerate your skills or accomplishments on your resume. This is unethical and a dealbreaker for any potential employer. Many Canadian recruiters and employers will verify your credentials and background through other sources, whether that's by checking references, conducting background checks, or viewing your LinkedIn profile or other social media platforms. If you lie, you're very likely to get caught, and that can have serious consequences.

## 6. Write a cover letter

Submitting a cover letter along with your resume is standard practice in Canada, though not mandatory. A well-written cover letter is important because it allows you to bridge the gap between the position and your job experience while highlighting the value you would bring to a potential role. Be sure to tailor your cover letter to each position you apply for, as you have done with your resume. This will help personalize your application and show the employer that you're interested in the role.

A cover letter is not a rephrased or concise version of your resume. Instead, it should supplement your resume in making a persuasive, clear case for how you fit the role you're applying for and why the organization should hire you. The cover letter is also a good way to justify any gaps in your resume or provide additional information that your resume can't. Here are some tips for writing an impressive cover letter:

- Limit the length to one page.
- Include a personal and formal salutation. Avoid a general salutation like "To whom it may concern." Instead, try to find the name of the hiring manager, recruiter, or department head on LinkedIn.
- Typically, cover letter formats include your contact information, an introductory and closing paragraph, and two or three brief paragraphs highlighting your interest and qualifications for the job.
- Tailor your cover letter for each job application.
- Proofread your cover letter; check for grammar, punctuation, and spelling, especially since it serves as a reflection of your communication skills.
- Use a standard font size (10 or 12 points, in a font style such as Times New Roman, Arial, or Calibri). Avoid using special effects (bold, italic, underline, etc.), unusual fonts and colour.
- Weave in information you know about the company, its recent projects, or organizational culture and values.



### **TIP:**

Include keywords from the job description in your cover letter to show the relevance of your qualifications to the role.

## 7. Proofread, proofread, proofread

After completing your resume and cover letter, don't forget to check for grammatical errors. Your resume may list all the right experience and skills, but spelling or punctuation errors can cause a hiring manager to disregard your entire application. If English is not your first language (or you don't feel confident in your grammatical ability), consider using a spelling and grammar tool like Grammarly or ask someone proficient in English to check for errors on your resume.

Also, double-check your contact information. If you had a temporary phone number or address during your initial months in Canada, don't forget to update your resume when you move or change phone numbers.

Once you finish writing them, revisit your resume and cover letter with fresh eyes (a few hours or days later) to catch any mistakes you may have missed. It is always a good idea to have a friend or close professional contact proofread your resume and make suggestions on what you can do to improve it.



### **TIP:**

Avoid these 10 common resume mistakes to increase your chances of being shortlisted for an interview:

- Using the same resume for different job applications
- Not reading or referencing the job description
- Listing job responsibilities instead of achievements
- Grammatical errors and typos
- Creating a resume that's too long or too short
- Using passive words instead of action verbs
- Including information not typically included in Canadian resumes
- Submitting a cluttered or improperly formatted resume
- Listing inaccurate contact information
- Lying on your resume

## Creating your personal brand

Creating your personal brand is all about finding what defines you and sets you apart from others in your industry. Each component of your professional life, including your work experience, career goals, professional network, and personality, is summarized in your personal brand.

There are many ways to start cultivating your personal brand so that, when you arrive in Canada, you can easily tell your growing professional network who you are and what value you bring.

Start developing these assets to reflect your personal brand:

- **Resume:** Use the introductory section to emphasize your personal brand by summarizing your most significant professional achievements, experience, and goals.
- **Cover letter:** Expand on your brand and connect it to the job you are applying for.
- **Blog:** Whether work-related or personal, your blog should professionally communicate your values and perspectives.
- **Physical or digital portfolio:** Creating a portfolio of your past work is a great way to show your personal brand, rather than just describe it.
- **Updated social media profiles:** A consistent (professional) personality across LinkedIn, X, Facebook, and other social media platforms will emphasize your brand. If you have a work-related blog, consider sharing those perspectives on LinkedIn as well.
- **Elevator pitches:** Test your personal brand by condensing it into a short, memorable elevator pitch that you can use as an introduction while networking.
- **Ready responses:** The question, “Tell me about yourself,” is the perfect opportunity to explain your personal brand.

## Perfecting your elevator pitch

Once you have begun building your personal brand, think about how you can communicate it to new people you meet.

Elevator pitches are short speeches to introduce yourself while networking. They should be approximately 75 words, 20-30 seconds long, the amount of time you would have to introduce yourself on an elevator. Elevator pitches typically include an introduction (a greeting and your full name), your unique selling proposition or USP (your education, experience, skills, or notable accomplishments), and a question or call to action that encourages the listener to respond.

A good elevator pitch sounds natural and compelling and is a great asset to create as it can help you make professional connections with confidence.

## Improving your employability in Canada

Restarting your career in a new country takes patience and a growth mindset. You'll need to adapt to local norms, understand industry best practices, and align your application with them. There are several things you can do in pre-arrival or immediately after landing in Canada to speed up your job search. Here are some suggestions:

### Analyze the Canadian job market to understand the scope of your profession

One of the most common questions newcomers have while moving to Canada is about the demand for their profession. While there is no one-size-fits-all answer to this question, doing your research in advance can help you better [understand the job market](#) for specific roles in your Canadian city. This process will help you make career decisions driven by data, facts, and numbers. For instance, if you haven't finalized a city to settle in, comparing the job market in various provinces and cities can help you shortlist an area where your job is in demand.

### Check if there are any certifications and licences required for your work in Canada

Occupations in Canada are classified as either regulated or non-regulated. If you're in a regulated occupation, you'll need a certification or licence from the provincial or federal government in order to work in your field. Most occupations related to healthcare, engineering, education, and law are regulated across Canada, and you will need to get a certification or licence to practice or work.

You can find out if your profession is regulated in your province/territory on the [Canadian Information Centre for International Credentials \(CICIC\)](#) website. The [Canadian Job Bank](#) is another good resource to refer to for certification and licence-related information. The Job Bank website provides a list of skills and requirements (such as licences and certifications) to work in specific occupations in Canada.

### Update and refine your LinkedIn profile

In Canada, most recruiters and employers use LinkedIn to share job opportunities and find talent. Keep your profile up-to-date and optimize it for your desired role or position. Here are some basics to keep in mind as you update your profile:

- **Treat your LinkedIn profile differently from your resume.** Resumes are typically customized to a specific position you are applying for, while LinkedIn profiles are more generic and speak to all potential employers.
- **Use a professional headshot.** Statistics suggest that members with profile photos receive up to 21 times more views and nine times more connection requests.

## Take courses to update your skills and knowledge

The job market in Canada can be competitive. Along with obtaining the necessary certifications or licences for your profession, it may be worthwhile to explore online courses to strengthen your knowledge and [in-demand skills](#). This will help you be better prepared for the job market and stand out from the competition.

## Start a blog or build your digital portfolio

Starting a blog is a good way to showcase your industry knowledge, subject matter expertise, passion for your work, and communication skills to potential employers.

For those in creative fields such as design or art, having a portfolio is generally a requirement. Building a digital portfolio will go a long way in attracting employer interest. Compiling portfolios or work samples, and starting a self-managed blog are excellent ways to stand out from the crowd.

## Find a mentor

As a newcomer to Canada, finding a mentor (who may be a working professional or an industry leader in Canada) is a good way to learn how to adapt your skills and experience to the local job market as well as find relevant opportunities.

Mentoring involves pairing an experienced or skilled person (mentor) with someone who would like to improve their skills (mentee). The mentor acts as a role model and supports the mentee by sharing knowledge, resources, and advice to help them improve their skills. A mentor can also introduce you to their network and help you make inroads into the hidden job market. The process of finding a mentor can take a while, so it's advisable to start early.

## 3. Finding your desired role in Canada



### Where to start searching

1. **Browse job search websites:** If you are just starting your job search, you will be able to begin researching career options on online job portals by location, job title, employer, and other filters. Some popular job search websites in Canada include Job Bank, LinkedIn Jobs, Indeed, Monster, Glassdoor, GrabJobs, Workopolis, CareerBuilder, and SimplyHired.

In Canada, many local job sites provide more than just job listings. You can get access to employment trends, salary trends, career-planning tools, and industry information. The Canadian government's [Job Bank](#) website is one such robust resource. It is a job-listing aggregator, so it pulls listings from multiple job sites, which makes it convenient to browse opportunities. You can also check [provincial and territorial websites](#) for more newcomer employment resources.

2. **Browse career sections on company websites:** A good way to go about your job search is to make a list of organizations you would like to work at and then check the career sections on their respective websites. Many employers will let you apply to open positions directly through their website. Reach out to current or past employees of these companies through LinkedIn and request coffee chats. These informal conversations will help you better understand the organizational structure and learn more about your desired role, so you can better prepare for your interview. These chats are also a great way to learn about future job openings at the organization.
3. **Enroll with immigrant-serving organizations:** In Canada, various government-funded organizations such as ACCES Employment and COSTI help newcomers find employment. These organizations help newcomers with a wide range of online and in-person career services such as resume building, interview preparation, language assessment, and job searching.
4. **Research and visit job fairs:** Many newcomer settlement agencies organize job fairs and invite newcomers enrolled with them. You can also search for upcoming virtual and in-person job fairs and career-related events on Google, social media sites like Facebook and LinkedIn, industry association websites, and event listing websites like Eventbrite and Meetup. Even if a job fair doesn't exactly match what you are looking for, it is still an opportunity to meet new people and expand your network.
5. **Use an employment agency:** Employment agencies and specialized recruiters can help you find a job in your field in Canada by matching you to relevant employer positions. You can search for recruiters from your industry on sites like LinkedIn. Some popular employment agencies in Canada are Robert Half, Randstad Canada, and Hays Canada.

**TIP:**

Employment or recruitment agencies in Canada are paid by employers and cannot demand a fee from a job seeker to help them find work. However, they can charge you for additional services such as resume preparation, interview preparation, and job skills training.





## Leverage your network

Canada has a huge hidden job market. This hidden job market refers to positions that are filled through networking, without the employer advertising or posting them publicly. Depending on the industry, as many as 65 to 85 per cent of jobs in Canada are eventually filled through recruiters' networks. This is why networking is crucial to finding relevant opportunities – and LinkedIn is an excellent tool to get you started.

Once you build strong, meaningful relationships with professionals in Canada, you can start leveraging your network for your job search. If you've already shortlisted potential employers you want to work with, reach out to your network to see if they can introduce you to people in those organizations. By staying in touch with your network, you may even be able to learn about job openings before they get published. Coffee chats with professionals can also help with your research, especially when you're preparing for interviews and gathering information about a particular company's culture and goals.

You can also use websites like Eventbrite and Meetup to locate industry-specific networking events near you. These events are excellent forums to find people from your field of work and strengthen your professional network.

## Volunteer

Volunteering, or giving back to the community, is well-regarded and valued in Canadian society. As a newcomer, volunteering is a great way to integrate yourself into the community, get to know the local culture, and even improve your chances of finding paid employment opportunities.

Volunteering experience adds immense value to your resume and can be a stepping stone in helping you reach your goals. Moreover, people from all walks of life volunteer in Canada, so it can allow you to network with like-minded professionals and demonstrate your skills in practice.

## 4. Interview like a pro



Once your resume is shortlisted for a role, the hiring process may include several rounds of interviews, spanning up to a couple of months. Being prepared for job interviews can significantly increase your success rate and possibly reduce the time it takes to find a job.

Many Canadian employers now conduct interviews virtually, over the phone or through video calls. Others may use a combination of phone, in-person, and pre-recorded or live video interviews.

The first interview round is typically a screening interview, conducted over the phone to ascertain your interest in the job and verify your eligibility. This may be followed by one-to-one interviews with the hiring manager or department lead, group interviews with your potential team, a culture fit or Human Resources interview, and more.

## Interview etiquette

Generally, a job interview lasts between 45 minutes and one hour. Here are a few pieces of advice on typical interview best practices.

- **Research your potential employer beforehand:** Research your potential employer's mission statement, vision, and current projects by checking their website and social media pages beforehand. You should also know who you'll be meeting and their role in the organization.
- **Dress code:** Business formal clothing usually consists of professional-looking dress pants, blazers, skirts or dresses, and dress shirts or blouses. However, the right attire for your interview may depend on the industry you work in, as well as the culture of the company you've applied to. Be sure to dress slightly more professionally than you would on a regular day at work in that organization — even if you're interviewing virtually.
- **Bring a copy of your resume and cover letter:** If you're interviewing in person, consider bringing a few printed copies of your resume and cover letter to your interview, in case the interviewers don't have a copy handy.
- **Be on time:** For in-person interviews, arrive at least 15 minutes before the scheduled time. Have the address handy and check traffic and weather conditions the night before, as well as before leaving. If using public transit, keep an eye out for any delays. Be courteous and cordial with everyone you meet in the building — remember, you don't know who the decision-makers are. If you're interviewing virtually, log in at least five minutes before the scheduled meeting time.
- **Make eye contact:** Show confidence and engagement by making eye contact with your interviewer.



### TIP:

It is customary to send a thank you note or email to your interviewer after your in-person or virtual interview. Don't skip this step!

Most of the above etiquette applies to both in-person and virtual job interviews. In addition, for virtual job interviews, you should also keep the following best practices in mind to make a good impression:

- **Test your technology:** There are a few basic things that need to be set up and functioning for you to participate in a virtual interview: a phone with good reception or a computer with a webcam and microphone, necessary software to stream the video call, and strong internet connectivity. Test your technology before the interview and fix any issues so you can have a smooth, interruption-free interview.

- **Check your background:** Choose a quiet, tidy, and well-lit place for your virtual interview. Ensure the lighting is not too bright or dark. To avoid distraction, turn off your phone, television, music devices, and any voice-controlled home devices. You may also want to lock the door or let others in your residence know that you shouldn't be disturbed until the interview is done.
- **Be mindful of your body language:** Non-verbal communication is important in any conversation. A virtual setup can make it difficult for the interviewer to get a sense of your enthusiasm. You can exude confidence and come across as more expressive by sitting up straight, smiling, nodding, and having your camera set at eye level. Avoid fidgeting, multi-tasking, or letting your gaze drift away from the device.

## Preparing for your job interview

Interviewing for the first time in a new country and new culture can be nerve-wracking. Access to valuable resources, information about the employer, and some practice can go a long way in helping you feel confident and ready for your first interview. Here are some tips that can help you ace your job interview and land a job in Canada.

### Analyze the job description

A typical job posting will outline the job responsibilities as well as the desired qualifications, skills, and previous experience for the role. Read the job description thoroughly to get a fair idea of what the employer is looking for. The more you can align yourself with the employer's expectations, the better your chances of landing the role. If there are specific areas where you sense a gap, prepare compelling responses to demonstrate your ability to learn and grow. You can also use the job description to inform your questions for the interviewer.

### Do your research

Researching the company where you're applying for a job, as well as the interviewers, is an important step in preparing for a job interview. It will not only help you ask relevant questions but also learn about the company and provide context during your interview conversations. While researching, review the company website as well as its LinkedIn and Glassdoor pages for information on product and service offerings, key executives and their career paths, company culture, and company size. Also look for recent news articles on the company or its executives and learn about its competitors.



## Know your resume

Ensure you are well-versed in all the information on your resume, and be prepared to elaborate on any of the points mentioned. Avoid repeating things you've already mentioned on your resume. Instead, have specific case examples of your work experience ready to support your resume.

## Be ready to address employment gaps

It's not uncommon for newcomers to have an employment gap as they settle in Canada. Since many recruiters will ask you to explain this gap, be ready to address this question during the interview. Be honest and focus on the learning aspects of your career break, such as any volunteer work, courses, or bridging programs you may have done during that time. Remember to keep your explanation brief so you don't end up saying something that could affect your chances of getting an offer.

## Prepare, prepare, prepare

Before your interview, spend some time practicing your elevator pitch and responses to commonly asked interview questions. This will help you feel more confident before your meeting, and will ensure that you capture all the important points. You should also prepare a list of pertinent questions to ask the interviewer in advance.

## Common job interview questions

Although it's impossible to predict exactly what questions you'll encounter during a job interview, it's likely that at least some commonly asked questions will pop up. Practicing your responses sufficiently can help you get your point across in a natural, conversational style. To get you started, here are some common interview questions:

- Tell me about yourself.
- Why do you want to work at this company?
- Tell me about a time you dealt with a challenge or conflict at work.
- Tell me about a time you failed.
- What motivates you?
- What are your strengths?
- What are your weaknesses?
- Where do you see yourself in two (or five or ten) years? OR What are your goals?
- What do you consider your biggest professional achievement?
- What is your salary expectation?

As you refer to these common interview questions, it's important not to memorize your answers. Instead, have an overall idea of the key points and examples that you would like to convey.



### TIP:

When asked situational questions during your interview, use the STAR formula to structure your responses:

**S = Situation:** Describe the scenario or challenge that existed.

**T = Task:** Outline the goal that had to be met (or achieved) to resolve the situation.

**A = Action:** Discuss the specific steps you took towards resolution.

**R = Result:** Share qualitative and quantitative outcomes from your actions.

## Questions to ask the interviewer

At the end of job interviews in Canada, the interviewer usually asks if you have any questions for them. Many newcomers hesitate when it comes to asking the recruiter or hiring manager questions, or worry that it may make them seem unprepared or overenthusiastic. On the contrary, it's completely acceptable — and even expected — that you'll have questions for the recruiter.

In Canada, interviewers will assess you not only based on how well you answer their questions but also on the questions you ask them. Having well-researched, intelligent questions for the interviewer shows them you're interested in the role, that you've done your research about the organization, and want to learn more about working there.

The questions you ask should vary based on who you are interviewing with, the job, the industry, and things you've learned during your research and interview process. However, here are some thought-starters to help you prepare:

- What will the person in this position be responsible for?
- What are the qualities you're looking for in a candidate?
- What would my typical day in this role look like?
- What will my immediate priorities or projects be in this role?
- How does this team support the company's overall objectives?
- How would you describe the company's values?
- What metrics, goals, or KPIs will be used to evaluate my performance?
- What does the career path look like for someone in this position?
- What are the next steps in the hiring process?
- Do you have any concerns or final questions for me?

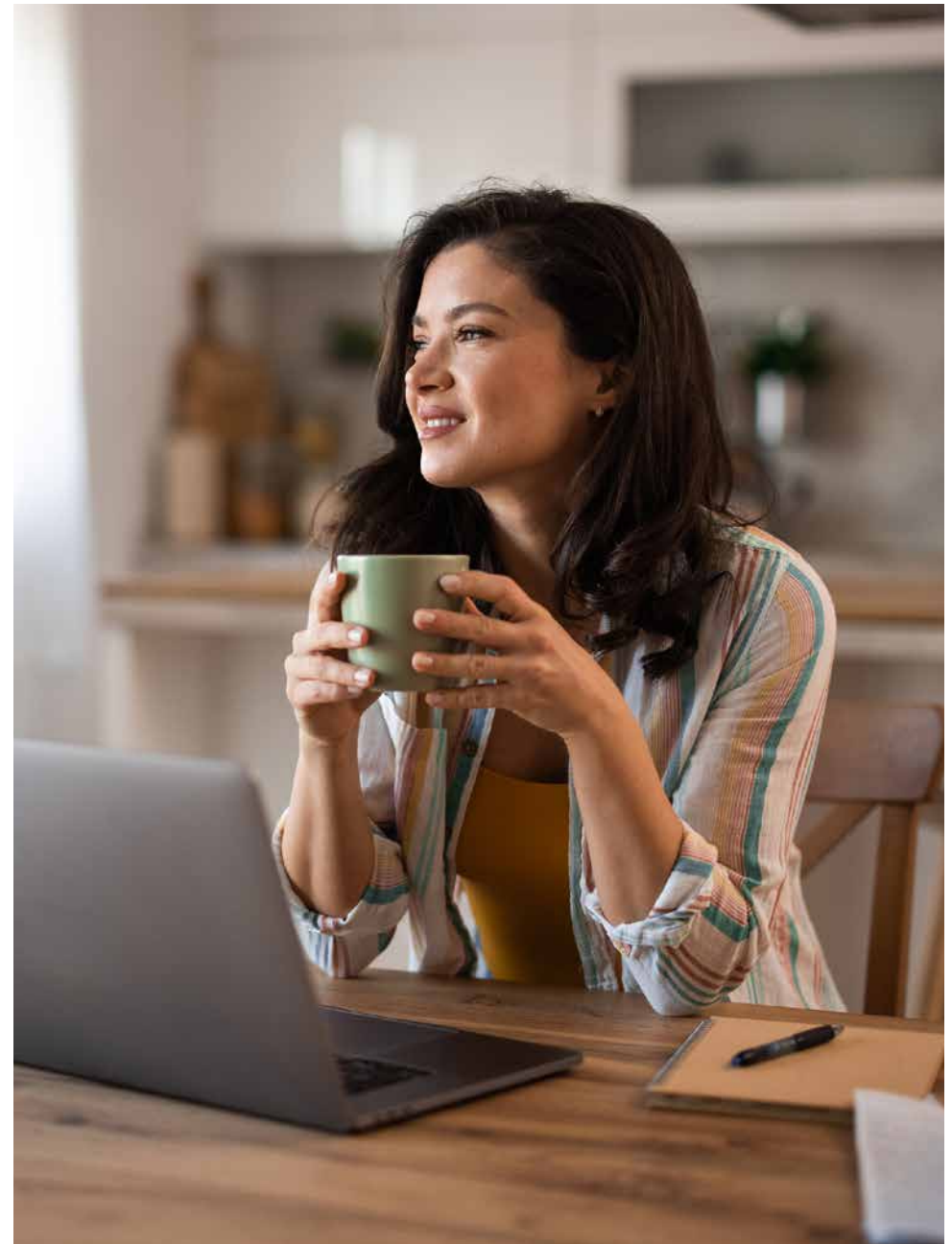
Avoid asking questions that aren't related to the company, the job, or the work you'll do if you get selected. For instance, questions about salary, benefits, or vacation days early on in the interview process might lead the interviewer to think you are not intrinsically motivated or passionate about the job. It is also not advisable to ask about how you performed during the interview or whether you'll get the job. Be patient, the employer will inform you of their decision in a few days.

## After the interview

Within 24 hours of every interview, be sure to send a thank you email to the interviewer(s). Not only is this culturally important and polite, but a well-written thank you email can also help you stand out among the other candidates.

If your interview goes well, your potential employer may contact your professional references to verify your background. Have two or three contacts lined up who are familiar with your professional life, personality, and work ethic, and can vouch for your ability. A former manager from a previous job is an ideal reference. Let your references know that they may receive a call or email from your potential employer, and be sure to thank them for their help.

You may also be required to complete a security and criminality background check at this stage, depending on your position and the nature of the work.





## 5. What you need to get hired in Canada



When you get hired, you may be asked to start as soon as possible or have to clear some additional hurdles, such as background and reference checks. Once you begin work, it may take an additional two to four weeks before you receive your first paycheque, depending on your payroll processing time.

## Accepting a job offer

Once you are offered a job, there are a few points that you will need to discuss and confirm with your new employer. The written offer letter you receive should include:

- Your job title and main duties as discussed during your interview
- The details of your salary and benefits (vacation time, bonuses, etc.)
- Your work location and address
- Your official start date

If the offer does not meet your expectations or is different from what you had previously discussed, you usually have an opportunity to negotiate your offer terms. Be sure to research industry benchmarks so you can tactfully negotiate your salary and benefits.

## Get your social insurance number (SIN)

To work in Canada, you must have a valid [social insurance number \(SIN\)](#). While your SIN is confidential and should be kept closely guarded, you are required to share it with your employer upon accepting a job offer, for administrative and tax purposes. See the [Government of Canada website](#) to learn how to apply for your SIN.

## A Canadian bank account

Once you start working, you can deposit your hard-earned money into your RBC® chequing account. Most Canadian employers will request your bank account details, including the payroll direct deposit information, once you're hired. You can find your banking details by accessing the "Void cheque" feature through the RBC Mobile app or Online Banking platform. Opting for direct deposit will ensure your salary gets deposited automatically into your bank account at the end of each pay cycle. Some employers may prefer to pay salaries by cheque.



## 6. In summary: Key takeaways



Now that you have reviewed this guide, you have the tools you need to begin your Canadian job search. The resources will give you the confidence to showcase your best skills and career aspirations to land a great position in Canada. But remember — you are your best asset during your career search. Have confidence and trust in yourself to reach your career goals.

## Key takeaways:

1. **Prepare for the Canadian job market:** Prepare for your job search in Canada by creating a Canadian-style resume and cover letter, building your personal brand, researching opportunities, and starting to network. If you're in a regulated occupation, start the licensing process well ahead of your job search.
2. **Network actively:** You never know where your next opportunity will come from. Using all of your available resources in your job search, including strategic networking, can speed up the process of finding a job in Canada.
3. **Prepare for your job interviews:** If you've just landed your first job interview, congratulations! Now it's time to practice your elevator pitch, responses to commonly asked questions, and to make a list of questions you want to ask the interviewer.
4. **Be patient:** Patience and persistence are the keys to staying optimistic, even when your job search takes longer than expected.

By using the tools in this guide to start preparing for your job search early, you may save time and resources and find your desired career in Canada more quickly.



# Disclaimers

This guide is intended as general information only and is not to be relied upon as constituting legal, financial or other professional advice. A professional advisor should be consulted regarding your specific situation. The information presented is believed to be factual and up-to-date but we do not guarantee its accuracy and it should not be regarded as a complete analysis of the subjects discussed. All expressions of opinion reflect the judgment of the authors as of the date of publication and are subject to change. No endorsement of any third parties or their advice, opinions, information, products or services is expressly given or implied by Royal Bank of Canada or any of its affiliates.

