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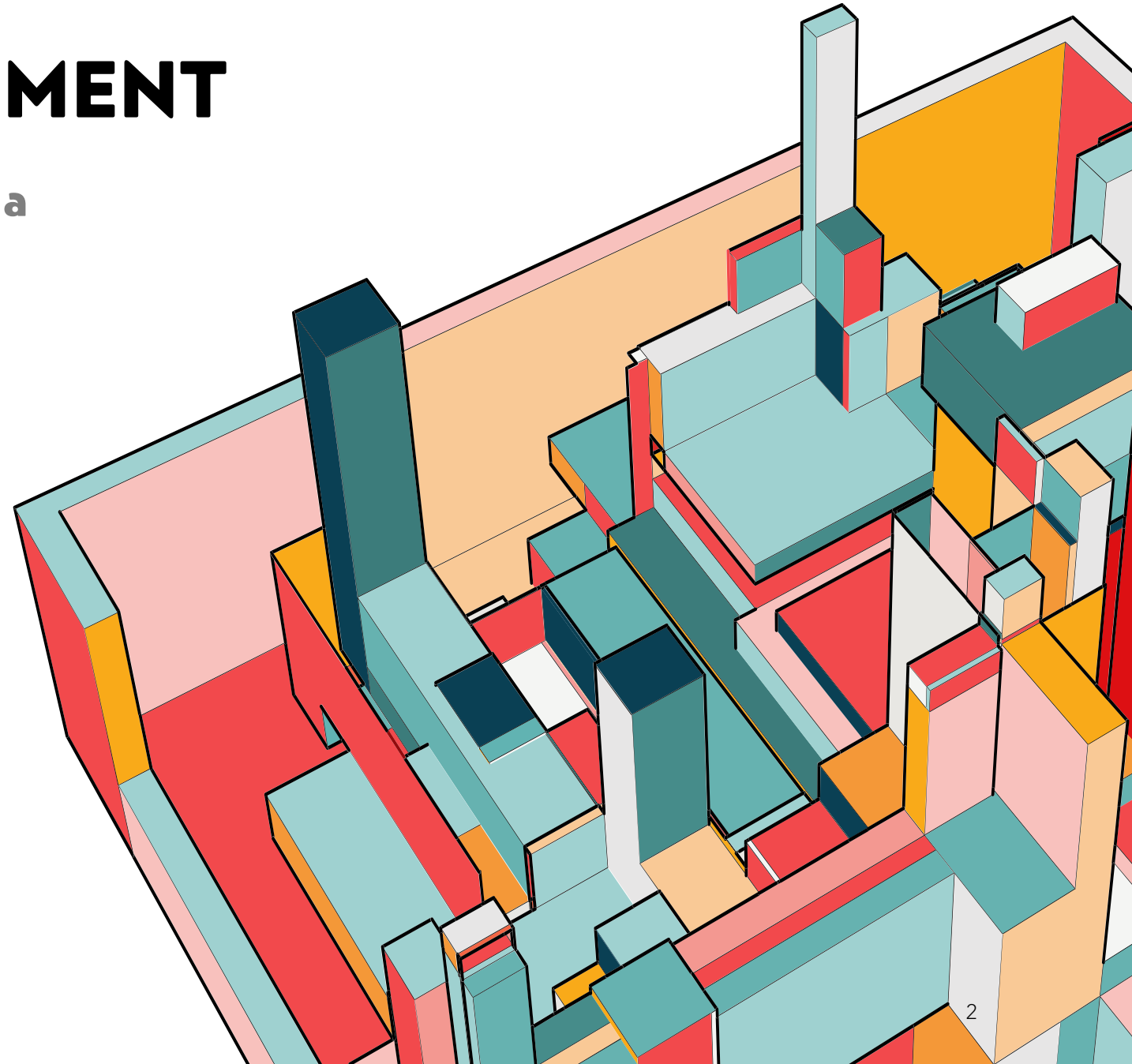
Empower You with Courtesy & Collaboration

CAREER ENHANCEMENT

A Guide for Job Seekers in Canada

This guideline is a resource offering practical advice for individuals looking to enhance their careers in the competitive market.

By following the tips and strategies provided, job seekers, the international ones in specific, may increase their chances of success and secure their desired job opportunities in Canada.



WHAT QUALIFICATIONS DO YOU NEED

As an experienced professional with years of international experience, it is essential for you to acquire:

- Canadian Education
- Canadian Designation
- Professional Resume
- Professional LinkedIn
- Job Search Strategy
- Communication Skills
- Interview Strategy

CANADIAN EDUCATION

Canadian education, or continuing education, incorporates various programs aligned with your field of study. The programs may include:

- A relevant college graduation certificate (full-time education)
- A relevant college certificate (part-time education)
- A relevant college diploma (two to three years of education)
- A college bridge program (continuing education for international professionals)
- A university bridge program (continuing education for international professionals)
- A university master's degree
- A university Ph.D. degree

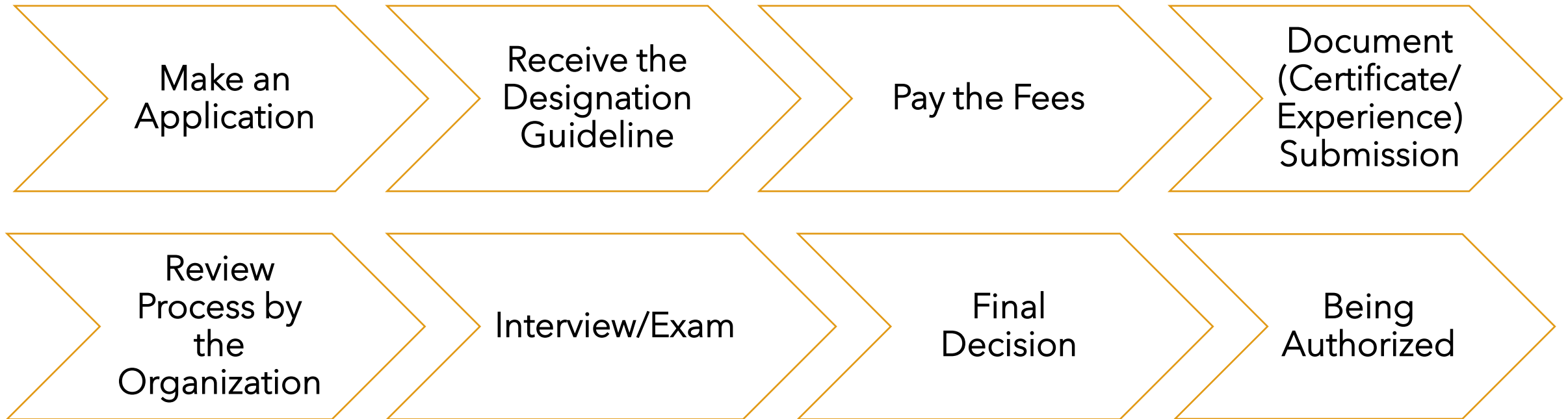
CANADIAN DESIGNATION

Canadian designation is any professional designation relevant to your career that you can earn from a related organization. Here are some tips to consider:

- Explore Canadian organizations that offer relevant designations in your field of study or work as the first step.
- Apply for designations that are well-known and recognized by Canadian employers and their clients.
- A professional designation is highly regarded by most Canadian employers and serves as a stamp of approval.
- It demonstrates to employers and clients that you have achieved a particular standard of excellence in your field.

CANADIAN DESIGNATION

To obtain the designation, you may need to complete some or all of the following steps successfully:



CANADIAN DESIGNATION

Some Samples of Canadian Accepted Designations and Their Accredited Organizations are as follows:

Designation	Degree/Diploma	Organization	Field of Work
Professional Engineer	P.Eng	PEO	Engineering
Professional Quantity Surveyor	PQS	CIQS	Estimating/Quantity Surveying
Project Management Professional	PMP	PMI	Project Management
Certified Cost Professional	CCP	AACE	Cost Management
Certified Estimating Professional	CEP	AACE	Estimating
Earned Value Professional	EVP	AACE	Earned Value Management
Planning & Scheduling Professional	PSP	AACE	Time Management
Certified Forensic Claims Consultant	CFCC	AACE	Claim Management
Gold Seald Certified	GSC	CCA	Construction Management

PROFESSIONAL RESUME

Employers need to understand why they should choose you, and a professional resume is the most effective tool to showcase your abilities.

- Select the best format that suits your experience and highlights your strengths.
- Choose a readable font that is clear and professional.
- Introduce yourself precisely in two or three sentences under the objective section to provide a concise overview.
- Maintain consistent formatting throughout the resume for a polished look.
- Support your achievements with numbers and statistics to quantify your impact.
- Strive for simplicity while ensuring grammatical correctness.
- Keep your resume concise, typically not exceeding two or three pages.
- Proofread your resume meticulously to eliminate any errors or typos.
- Finish your resume strongly, leaving a lasting impression on the reader.

PROFESSIONAL RESUME

Contents of Resume:

Contact Information:

Include your name (in bold and large font size), mailing address, email address, phone number, and LinkedIn address at the top of your resume. It helps the hiring individual quickly understand your identity and how to contact you.

Objective:

The resume introduction is your elevator pitch to make a substantial impact on the hiring manager. Introduce yourself in two or three lines, stating your position, years of experience, and industry involvement and highlighting one technical skill and one soft skill.

PROFESSIONAL RESUME

Contents of Resume:

Profile:

The profile section provides a general overview of your skills. Use bullets without data or numbers to summarize your abilities and include keywords related to your duties or the job posting. It is also known as:

- Highlights
- Professional Skills
- Areas of Expertise
- Qualifications Summary

The profile section allows the hiring manager to assess if you possess the expertise they're seeking quickly.

PROFESSIONAL RESUME

Contents of Resume:

Professional Experience:

This section forms the bulk of your resume content. Organize it by employer or self-employment, specifying the duration of each employment period. For each entry, include:

- Title of your position at the top
- Employer name, address, and location below the title
- Duration of employment in front of the employer's name
- Description of your experience, which can be summarized in bullet points, highlighting duties, project highlights, achievements, innovations, savings, challenges resolved, or improvements applied.

PROFESSIONAL RESUME

Contents of Resume:

Education:

Summarize your education from the highest degree to the lowest. Arrange it based on the level of the degree obtained. Include the degrees completed, university/college name, location, and finish date. If you underwent credential assessment, you can mention it in a separate line within brackets.

Accreditation:

This section showcases your accreditations, awards, publications, or designations. List them chronologically, including the title, accrediting organization, and associated date. Some candidates choose to include certifications here instead of under education.

PROFESSIONAL RESUME

Type of Format

Traditional Format:

- This format is favoured by many recruiters and hiring managers due to its simplicity and ease of reading.
- It follows a linear structure, starting with contact information at the top, followed by objective, profile, professional experience, education, and accreditation.
- While dividers can be used between sections, the goal is to keep the resume straightforward.

PROFESSIONAL RESUME

Type of Format

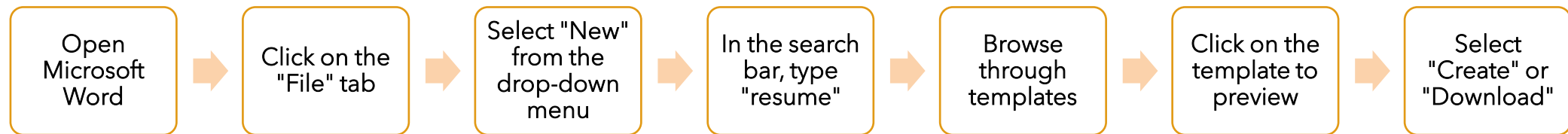
Traditional Format:

In a highly competitive job market, a modern resume can help you make a solid first impression. This format allows for more flexibility in component placement to emphasize specific sections. You can choose to position a key component at the top or side of the resume. Each modern format differs, and you can shape your resume as desired, incorporating colours or SmartArt. However, keep in mind the following tips:

- Ensure the resume is easy to follow.
- Avoid excessive wording.
- Use a slightly longer objective section (up to five lines).
- Utilize smaller bullets for the profile section to summarize key skills.

PROFESSIONAL RESUME

To access a wide range of sample resumes, Microsoft Word provides a valuable resource. By utilizing these sample resumes in Microsoft Word, you can visualize the discussed tips and narratives while creating a personalized resume that suits your needs. Follow the steps below to access these samples:



PROFESSIONAL LINKEDIN

LinkedIn, the largest business-oriented networking website, offers several advantages for advertising your profile. The benefits of using LinkedIn can be summarized as follows:

- Exposure to hiring managers and recruiters, increasing visibility to potential job opportunities.
- Expand your career network by connecting with professionals from various industries.
- Demonstrating your knowledge and experience to a broader audience beyond your resume.
- Utilizing a comprehensive job search tool to explore and apply for relevant positions.
- Following targeted companies and connecting with their employees and hiring teams for networking purposes.
- Joining professional groups and forums to engage in industry discussions and expand your professional network.

PROFESSIONAL LINKEDIN

When using LinkedIn, consider the following tips:

- Choose a professional profile picture that is clear and shows a friendly smile.
- Create a detailed objective section to introduce yourself.
- Include your career history with start and end dates, along with job descriptions.
- Support your primary duties with quantifiable examples to showcase your achievements.
- Attach your designations, accreditations, certificates, and awards to your profile.
- Upload relevant project documents, photos, and brochures to showcase your work.
- Provide precise information in the education section, including degrees and institutions.
- Request colleagues or friends to write recommendations about you in the recommendation section of your profile.

JOB SEARCH STRATEGY

- Before applying for a job as a new candidate in the Canadian industry, it's crucial to determine the most suitable job title for your skills and background. Your international title may encompass multiple job titles in Canada due to differences in job duties.
- Once you have identified the appropriate job title, it's essential to approach your job search with a clear strategy and plan for success. Treat each job posting as a potential opportunity rather than sending random resumes.

JOB SEARCH STRATEGY

When applying online, consider the following tips (among others):

- Take the time to thoroughly study the job posting, understanding its contents and requirements.
- Explore the employer's website, familiarizing yourself with their values, projects, products, services, and model of excellence, including the number of offices they have.
- Customize your resume to highlight the key areas that the employer is seeking. Be truthful and emphasize the desired keywords.
- Avoid directly copying from the job posting into your resume. Proofread your resume to ensure you have covered all relevant areas before applying.
- Keep a precise record of the day you applied to each job posting, along with your tailored resume and the employer's website.
- Utilize the company's website or your network to identify key personnel and connect with them on LinkedIn.

JOB SEARCH STRATEGY

Although using the virtual world is an effective way of job search in our modern era, you can also build your future career through:

- Job fairs and work events
- Coop programs
- Social networks and websites
- Seminars
- Workshops provided by the accredited organizations

COMMUNICATION SKILLS

- Communication plays a vital role in enhancing your career. By honing this skill, you enhance your capacity for success.
- Among the most sought-after soft skills, communication ranks at the forefront. A skilled communicator has the power to provide solutions, instigate positive changes, and inspire others.
- Effective communication lets you express your intentions and emotions clearly, transforming them into comprehensible messages. It also fosters understanding of others, promoting collaboration and team-playing abilities.
- By prioritizing and improving your communication skills, you equip yourself with a powerful tool that can significantly impact your professional growth and enable you to thrive in various aspects of your career.

COMMUNICATION SKILLS

There are five main types of communication that you should be aware of:

- **Verbal:** This involves face-to-face communication and is considered the most effective way to convey your message. Maintain an even tone and volume of speech.
- **Body language:** Nonverbal cues impact the first impression you make on others. Pay attention to your facial expressions, body position, and hand movements. Maintain proper eye contact and limit excessive hand gestures.
- **Virtual meetings:** All the verbal and body language techniques are applicable in online meetings. However, since participants are not physically present in the same room, ensure you use appropriate tools, have good lighting, make eye contact with the camera while speaking and listening, avoid interrupting others, stay focused, and minimize unnecessary movement. Remember to test your video before the meeting starts.

COMMUNICATION SKILLS

There are five main types of communication that you should be aware of:

- **Phone calls:** When engaging in a phone conversation, speak clearly, as the absence of face-to-face interaction relies heavily on tone to convey emotions. Smiling while speaking can add a positive tone to your voice and keep the energy level up, ensuring listeners stay engaged. Send any necessary documents ahead of time.
- **Email:** Email is the most common form of business communication. Use a clear subject line, start with a formal introduction, convey your message in the body of the email, and end with a proper closing. Be aware that intentions can be misinterpreted in written communication. Punctuation plays a significant role in setting the tone. For example, one exclamation point may seem friendly ("Thanks a lot!"), while three may come across as passive-aggressive ("Thanks a lot!!!"). Always carefully review your email before sending it.

COMMUNICATION SKILLS

Effective Communication Strategies:

- **Language proficiency**: In Canada, English and French are the two official languages. If you face any language barriers, it's essential to address them promptly.
- **Listening skills**: Practice active listening by fully engaging with what others say. Avoid solely focusing on expressing yourself and instead pay attention and respond to what others contribute.
- **Emotional intelligence**: Develop awareness of your own emotions and enhance your ability to control and express them effectively. Having high emotional intelligence improves communication with others, helps build healthy relationships, and is seen as a valuable leadership trait.

COMMUNICATION SKILLS

Effective Communication Strategies:

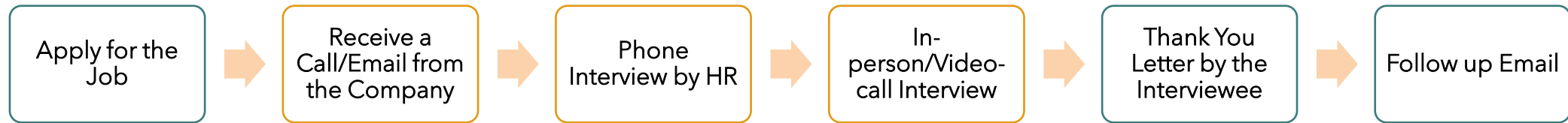
- Conversation planning: Prepare what you want to say in advance. Take a moment to think before speaking, especially for meaningful conversations. Consider practicing mock-up conversations with a trusted person to refine your communication approach.
- Simplicity and empathy: Use simple and straightforward language to ensure your message is easily understood.
- Repetition: Avoid unnecessary repetition: Minimize repetitive statements or information that does not contribute to the conversation's clarity or effectiveness.
- Seek feedback: Request honest feedback from colleagues on your communication skills.

INTERVIEW STRATEGY

- The interview is the final and crucial step in your job search journey. After creating a solid resume, building a professional LinkedIn profile, and implementing effective job search strategies, the ultimate goal is to secure an interview where you can demonstrate your abilities to prospective employers.
- During an interview, hiring managers assess your qualifications to determine if you possess the desired attributes sought by the company. It's important to remember that competition plays a role, and not being selected by one hiring team does not imply disqualification. You can continue to pursue opportunities with other companies, leveraging the valuable lessons learned from each interview.

INTERVIEW STRATEGY

Interview Process:



 Steps by the Applicant

 Steps by the Employer

INTERVIEW STRATEGY

There are two main types of interviews:

- Non - Strategic Interview
- Strategic Interview:
 - Type A
 - Type B

INTERVIEW STRATEGY

Non-Strategic Interview:

- This type of interview follows a traditional format where you may meet with one, two, or sometimes a panel of interviewers. Typically, the manager responsible for the position you are applying for leads the session. As this manager would be your direct contact if you are hired, they aim to gauge your personality and assess whether your skills align with the job requirements.
- In a non-strategic interview, the hiring team provides you with ample opportunity to express yourself. They may sporadically ask you a few questions, but you primarily engage in a monologue. While this may seem straightforward, this type of interview has its own complexities. Ultimately, the decision-making process relies on the team's feelings and trust rather than solely evaluating your skills. Consequently, some of your abilities may go unnoticed unless you effectively communicate and support them with a proper strategy.

INTERVIEW STRATEGY

Non-Strategic Interview Tips:

- Create a comprehensive plan for the interview and write it down at home.
- Begin with a concise introduction that highlights who you are.
- Discuss your educational background and academic achievements.
- Place emphasis on any relevant designations you have already obtained or are in the process of acquiring.
- Walk through your career history, starting from the beginning to the present.
- Support your duties with tangible examples, providing specific numbers and quantities.
- Highlight your achievements and showcase any savings or opportunities you have generated for previous employers.

INTERVIEW STRATEGY

Strategic Interview – Type A:

- In this interview type, the interviewer(s) have reviewed your resume and prepared specific questions. It assesses your strategic thinking and decision-making abilities.
- You still introduce yourself, but there are pauses for targeted questions. Come prepared with a solid plan and support your resume contents. Provide examples to showcase your skills and problem-solving abilities.
- Remember the tips from non-strategic interviews, but ensure you understand each question and can confidently explain how your resume aligns with your abilities. Your responses may be scored as part of the hiring process

INTERVIEW STRATEGY

Strategic Interview – Type B:

- In this interview type, the interviewer(s) come prepared with specific questions, including both behavioral and technical aspects directly related to the job requirements. While you will have a few minutes to introduce yourself briefly, you won't have the same freedom to discuss yourself as in a non-strategic interview.
- Sometimes, instead of asking questions verbally and recording your answers, the hiring team may provide a written test without further conversation. In some cases, if you pass the test successfully, a separate verbal interview may be scheduled as a third session.
- It's important to note that the employer may inform you in advance about including verbal or written questions during the interview. Although these interviews are not explicitly labelled as "strategic," the terms are used here to distinguish different interview types in this guideline.

INTERVIEW STRATEGY

Strategic Interview – Type B, Tips:

- The employer conducting a strategic interview will pay close attention to your obtained or in-process designation.
- You may not be informed of any reference material to prepare for the test or verbal questions.
- Before the interview session, the best references for studying and preparation are:
 - Your own experience
 - Relevant college or university textbooks
 - Study books/procedures for your designation
 - Keywords from the job posting

INTERVIEW STRATEGY

Strategic Interview – Type B, Tips:

- Ensure you can clearly define fundamental concepts in your career field. For example, an estimator should be able to explain the definition of parametric and deterministic estimates.
- Describe methodologies related to your field of work. For example, as a construction planner, explain the critical path method in planning and scheduling.
- Provide specific answers supported by real scenarios or examples rather than generic responses.
- Maintain a formal tone in your speech or writing. Minimize the use of slang, as a sense of humour may not be as effective in this type of interview.
- Avoid repeating yourself. Each answer should address a specific question without unnecessary introductions.
- Seize the opportunity to showcase yourself in a genuine and honest manner. Demonstrate self-confidence and self-management to impress the employer.

INTERVIEW STRATEGY

Behavioral Questions:

- In assessing soft skills, interviewers aim to evaluate your interpersonal abilities in problem-solving, conflict resolution, and generating creative solutions.
- Numerous behavioral questions can be found online or through informative YouTube videos. In this guideline, we have curated a selection of essential and critical questions, along with recommended answers, to help you avoid clichés and provide thoughtful responses.

INTERVIEW STRATEGY

Technical Questions:

- Technical questions will vary depending on your field of work. The job posting is the best resource to anticipate the probable questions as it often contains keywords related to the technical aspects of the job. When answering technical questions, it's essential to be specific and provide real-life examples, numbers, and statistics.
- Employers may mention specific software names, so if you are familiar with the software, discuss its functionality and your preferences or experiences, such as what you like best and least about it or how you create reports using it.
- Prepare to be asked about procedures and methodologies. Merely defining the methodologies is not sufficient. Provide concrete examples of how you have applied these methodologies to produce deliverables.

INTERVIEW STRATEGY

How to Prepare Yourself:

- Once your resume has caught the attention of employers, you may be invited for a face-to-face, in-person, or online interview. Regardless of how impressive your resume is or the designations you have obtained, it is crucial to prove your abilities and demonstrate the qualities outlined in this guideline to secure the job offer.
- Remember that you won't have a second chance to make a first and lasting impression. Therefore, it is essential to invest time and effort in preparing for your interview in advance.
- By thoroughly preparing for the interview and following the guidance provided in this guideline, you can present yourself confidently and increase your chances of success in securing the desired job offer.

INTERVIEW STRATEGY

How to Prepare Yourself:

In preparation for the interview day, it is important to follow these pre-interview tips:

- Conduct extensive research on the company you have applied to. Familiarize yourself with their achievements, innovations, and areas of expertise.
- Identify the interviewer(s) through the company website or LinkedIn and review their profiles.
- Create a solid plan for the interview day and write down your plan to stay organized.
- Even if you were not asked to prepare for a test, prepare for a Strategic - Type A interview. If the interview is conducted in a non-strategic manner, still be prepared to provide explanations that support the contents of your resume.

INTERVIEW STRATEGY

How to Prepare Yourself:

- Anticipate behavioral and technical questions based on the keywords in the job posting. Practice conducting a mock interview, either in front of a mirror or with a trusted individual.
- Practice your responses to common questions, particularly behavioral ones.
- Highlight achievements, innovations, or services from your past experiences that align with the company's profile.
- Study your resume thoroughly and ensure you remember all its contents. Remember, a resume does not provide detailed explanations, so be prepared to expand upon the information it presents.

INTERVIEW STRATEGY

How to Prepare Yourself:

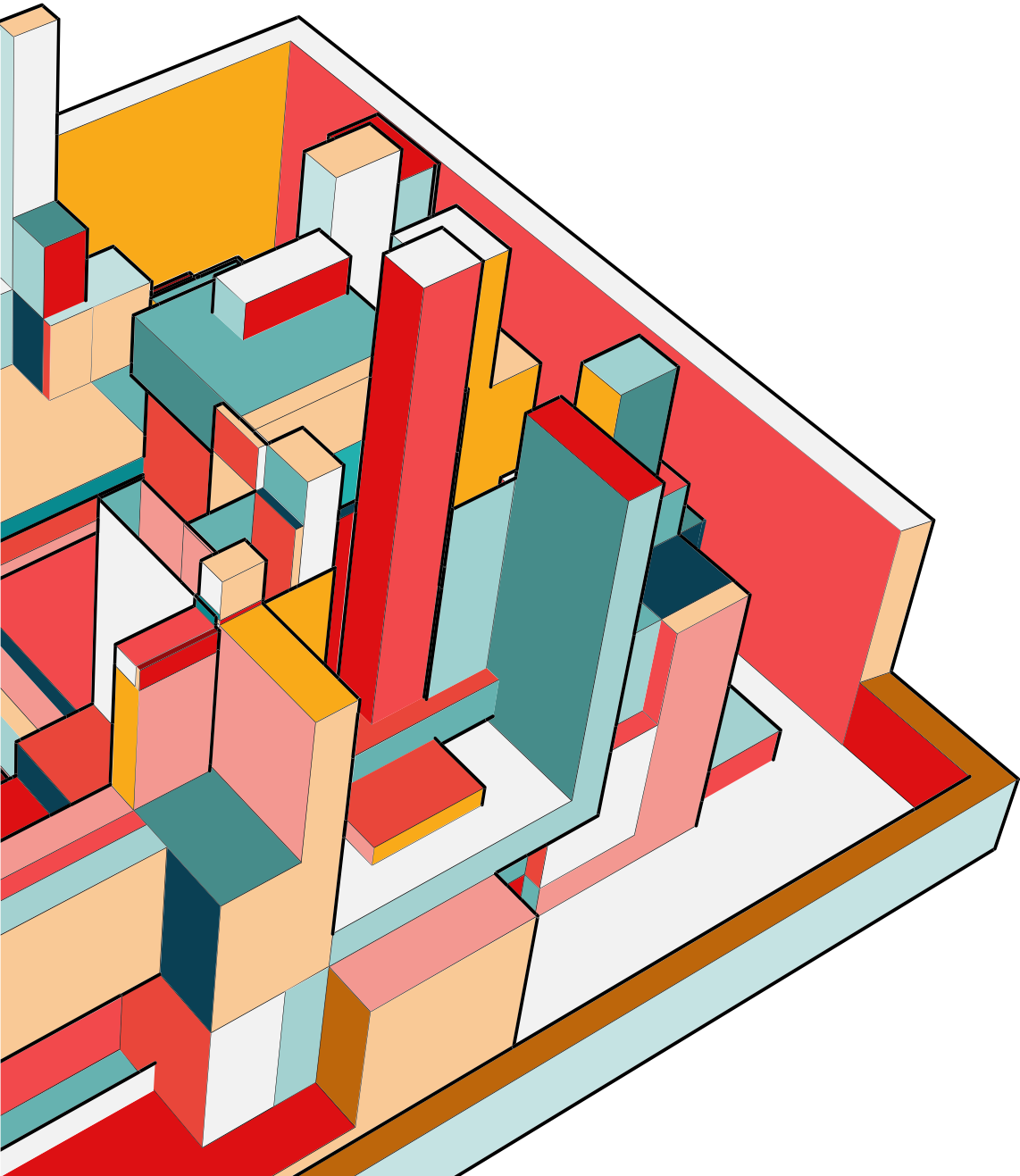
On the day of your interview, make use of these tips to enhance your performance:

- Dress professionally and choose an appropriate outfit for the occasion.
- Avoid wearing perfume or strong scents, as many people in Canada have allergies. Take a shower a few hours before the interview.
- Arrive 15 minutes early to demonstrate punctuality and respect for the interviewer's time.
- Bring all necessary documents, such as copies of your resume, certificates, and references.
- Greet your interviewer with a friendly smile and maintain positive energy throughout the entire interview.

INTERVIEW STRATEGY

How to Prepare Yourself:

- If you don't understand a question, don't hesitate to ask for clarification or for the question to be repeated.
- Refrain from using negative words, especially when discussing previous employers or experiences.
- Always have a question or two prepared to ask the interviewer. Inquiring about the employer's specific business operations, production methods, or problem-solving approaches can demonstrate your interest and engagement.
- Additionally, you can ask about the position's future and express your desire for growth, inquiring if there are opportunities for advancement within the role.



SUMMARY

Adequate job search and interview preparation are vital for success. By following the guidelines provided, including crafting a solid resume, optimizing your LinkedIn profile, and implementing strategic interview strategies, you can enhance your chances of securing your desired job opportunity.

Focus on communication skills, prepare for behavioral and technical questions, and present yourself professionally on interview day.

With thorough preparation and a strategic mindset, you can navigate the job search process successfully.

THANK YOU



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