

The CACEE application is available from the SCS web site as a free download in Word format. It contains five pages of sections you need to complete. Give yourself plenty of time to complete the form.

Four keys to successfully completing the CACEE:

1. Know yourself
2. Know the organization or profession you are trying to enter
3. Complete all CACEE application sections. Never state "see attached resume"
4. The template gives a specific space for each section. Do not go over the space provided in each section.

Remember: If you do not include all relevant information about yourself, the organization will not assume you have it. If at any time you need assistance, please contact your Student Career Services!

BEFORE YOU BEGIN

- Review your resume before you start. Include all relevant information and ensure the styling and format are professional.
- Research the organization(s). Organizational fit is very important in your job searching.

FIRST PAGE

Contains your contact information, name of the organization, education, location of work, marks and relevant skills to position sought. Ensure the organization's name is spelled correctly. The position title should be as described in the organization's advertisement.

WILLING TO ACCEPT EMPLOYMENT ANYWHERE IN CANADA

If the organization has locations across the country and you are willing to relocate, list your preferred locations. Remember to do your homework and find the different office locations.

EDUCATION

Start with your current institution followed by in reverse chronological order back to high school.

GPA

At StFX, we use a numerical marking system. Ensure that you give both your most recently completed academic year and your mark for all courses completed to date.

HIGHLIGHT SKILLS RELEVANT TO POSITION SOUGHT

Research the organization and or field of interest will help answer this question. Be selective. State the skills that are most relevant to the position. Skills you might include technical skills and abilities, leadership, flexibility, team

work, motivation, initiative, communication, intellectual, problem solving, creativity, languages, computer skills, etc.

SECOND PAGE

EDUCATIONAL EXPERIENCES AND ACCOMPLISHMENTS

Describe everything that is asked. You can use sub headings to separate the information.

EXTRACURRICULAR ACTIVITIES

Organizations like to see candidates with a balance between school and other activities. Again, describe everything that is asked if it applies to you. Space is limited, so include your most relevant skills and the activities you think will be most outstanding. For example, if working in teams is important, you'll want to highlight your team skills. If leadership is essential, the activities related to any leadership positions you've held.

THIRD/FOURTH PAGE

WORK EXPERIENCE

Complete all sections for each of your jobs starting with the most recent and include paid and unpaid work. When describing your work experience, stay away from using the words "responsible for" or "duties included". Start with the verb, for example, managed something, implemented something, developed something. . . Remember to also include the type of work and the number of hours worked.

FINAL PAGE

SUMMARY

This is the section of the form where you can bring all of your information together. Paragraphs are recommended. Demonstrate your suitability for the position sought, by outlining your career objectives and elaborating on the factual material already presented. Demonstrate how your experience (educational, extracurricular and work) is relevant to the position, organization, and or field of work for which you are applying. Begin this section by stating your overall long-term career objective, and follow it with your short-term objective, tailored to the specific position and organization. Objectives are specific, not vague.

LAST MINUTE HINTS....

- Make your application warm, friendly, professional, and interesting.
- Distinguish yourself from the other applicants.
- Remember to sign and date your application.
- Check spelling and grammar.
- Do not use more space for a section than what is allocated.