Your Name

firstname.lastname@msvu.ca | 902-123-4567
123-34 Street, Halifax, NS B0H 1J4

PARAGRAPH 1. Introduce yourself. Options: year of study, program, philosophy ("I like to think about how..."), a short list of high-level skills, strengths, or applicable lived experiences. This will help you set up the next paragraphs where you will show more detail around the 3 to 4 skills/ strengths/lived experiences you want departments to know about. Your goal is to generally align with the job postings you've chosen to apply to. The key is to focus on showing what you're good at, rather than trying to address every keyword or requirement in the job postings.

PARAGRAPHS 2 TO 4. Define each of your skills/strengths/ lived experiences in separate paragraphs. Center each paragraph around one main experience (you can include brief mentions of other areas where you developed the skill). Use the paragraphs to explain how you earned the skill or came to understand your strength or lived experience. Notice that by outlining the process of the interviews in the first paragraph, this student also demonstrates their secondary skills of organization and time management.

Student Works Program
Mount Saint Vincent University
166 Bedford Highway, Halifax, NS B3M 2J6

September 12, 2025

Dear Hiring Manager(s),

I am excited to apply to the Student Works program. As a second year student completing a Bachelor of Arts degree with a major in Sociology, I like to think about how communication and gatherings motivate people. I enjoy communicating with others, event planning, learning new technology, and volunteering on and off campus. Below are a few highlights of my skills, strengths, and lived experiences I would like to offer in a professional capacity to your department.

Communication – I've developed most of my written and verbal communication skills through class assignments, presentations, and volunteering at The Halifax Helpers, where I was responsible for interviewing potential tutors and matching them with families waiting for learning support. This volunteer experience taught me to spend time asking tutors and families about their requirements and to create tutor/family pairings, based on subject, time availability, and neurodivergent learning styles for the senior team to review.

Event planning – This past year, I helped organize a summer family reunion in Halifax, our largest to date. Over 70 people traveled across Canada and the United States to attend. My role in this event was to research group rates for hotel accommodations and to keep track of dietary needs for catering orders. For fun, I also set up a beach-themed photo booth, which was a big hit.

Social media and design platforms – While I have working knowledge of CapCut that I'm always looking to upgrade with tutorials, I am more at home with Canva and Instagram. In the spring, for example, I designed a series of Instagram polls for the Sociology Society that led to clear member voting outcomes for our society's activities in 2025-26.

Thank you for your time in reviewing my cover letter and resume. I am enthusiastic about the idea of working with your department and I look forward to meeting with you for an interview, if you agree that our goals align.

Sincerely,
Your Name

Your Name

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PROFILE. Use the profile section to give an overarching summary of you are. Options: general skills, intentions, approach to work, work-related interests.

Profile

A second year Sociology student with skills in communication, event planning, and self-directed social media and design platform study. A keen interest in engaging with students and the MSVU community.

Education

Bachelor of Arts 2024 – Present
Major in Sociology, minor in Writing
Mount Saint Vincent University, Halifax, NS

SKILLS. Use up to 5 bullet points to show patterns, outcomes, or specific details about your skills. This will show departments what to look for in the rest of your resume. The skills section is meant to help hiring managers who are reading your resume to interpret, summarize, or connect the dots between) your experiences. Think of using categories, dates, time frames, numbers, demographics of people you've worked with, or ongoing progress or results to explain what you can do.

Skills

- Experience working with adults, families, youth, and teams in learning-based and camp-based settings.
- Managing event logistics for up to 70 people.
- Ability to figure out and use social media platforms like Instagram and design platforms like Canva and CapCut. Efforts to engage audiences have led to promising results for increased connection and event attendance.

Work Experience

Camp Counsellor Summer 2025
Junior Camp Counsellor Summer 2024, Summer 2023
Nature and Friends Summer Camps
Sherbrooke Lake Camp, New Ross, NS

- Co-led cabins of 10 campers ages 9 to 12 years old at overnight summer camps designed to help youth explore nature.
- Planned indoor and outdoor group activities, using camp resources creatively.
- Worked with a team of counsellors and administration to address campers' accommodation and dietary needs, feelings of homesickness, and any emergencies.

WORK AND VOLUNTEER. Use up to 5 bullet points per work/ volunteer experience. For each bullet point, use a sentence formula of verb, action/ situation, and outcome to frame your highest levels of responsibilities (rather than listing the responsibilities).

Volunteer Experience

Volunteer Interviewer Jan. 2025 – Jun. 2025
Halifax Helpers
Fairview, NS

- Interviewed tutor applicants and families at a volunteer-led organization that provides free access to learning support for elementary, junior high, and high school students in Halifax.

- Made suggestions to the senior team on matching potential tutors and families waiting for learning support. Matching criteria included subject experience, time availability, and experience working with neurodivergent learning styles.

Member 2024 – Present
Sociology Society
Mount Saint Vincent University, Halifax, NS

- Created an Instagram poll series in spring 2025 to guide the society's event planning for the following year, resulting in clear responses from student members.
- Helped plan a cultural exchange night and potluck. Thirty student members attended.

Certifications and Training

First Aid and CPR Level C Renewed in 2025
St. John Ambulance, Halifax, NS

INTERESTS. Consider displaying interests or activities in a way that shows the time or depth you've dedicated to them. Maybe your interest/ activity involves collaborating with other people. Options: hobbies, organized activities, sports, crafts, self study, language exchanges, etc. Think about the transferable skills you've learned during the activity that you can apply to your approach to work.

Interests

Self-directed study 2024 – Present

- Experience designing in Canva and creating series of posts, stories, and reels in Instagram.
- Exploring online tutorials and in-application features for CapCut and Linktree.