RC Hiring Guide

Rotman Commerce

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1 | Resume

Resumes highlight a candidate's education, experiences and skills for a role in one page.

What comes at the top and first has the greatest impact on the reader!

Recruiters look at resumes for less than 30 seconds on average. Most companies use Applicant Tracking Systems with key word searching to pre-screen your resume.

Best resume development practices

- Decide on your most relevant experiences from the last 5 years.
    - This includes, but is not limited to volunteer, co-curricular, research, case competitions, project, academic and leadership experience.
- Sections should be ordered as follows:
    - Qualification highlights (optional), education, experiences (most recent to oldest), and extra-curricular/ leadership).
- Tailor your resume to the role.
    - Use the accomplishment-based statement formula for all bullet points:
        - What you did (action verb that describes primary skill set) + How you did it (secondary skills) + Result (qualitative or quantitative).
        - Check out this resume template.

2 | Cover letter

Cover letters are an additional one-page document that demonstrate your personal brand by elaborating on your interest and qualifications for the role.

- If a cover letter is optional, it is still always beneficial!

- Use the same header from your resume.

- Use an essay-like format (intro + body paragraphs + conclusion).
    - Check out this cover letter checklist.

Best cover letter practices

- Introductions
    - Who you are professionally;
    - Why you are interested in this role/company;
    - What you have been doing;
    - Why you are uniquely qualified (Thesis statement w/ 3-4 skills).

- Body paragraphs
    - Support your thesis
        - 1-2 skills from your thesis with 1 experience;
        - Maximum 3 body paragraphs.

- Conclusion
    - No new information;
    - Repeat that you are interested and qualified.

3 | Interview prep

Interviews can be a nerve-wracking experience. Here are effective ways to prepare and set yourself up for success!

- Confirm interview type (behavioural, technical, case etc.) to best prepare

- Behavioural interviews are the most common (behavioural, situational, motivational questions).

- Here is the 3-step behavioural interview preparation process:
  1. Research company and identify skills needed for the role from the job description;
  2. Map out 3-4 stories/experiences to showcase these skills;
  3. Practice interview questions using STARRR framework.

- Practice your tell me about yourself answer.

- Focus on content vs. time but you can aim for 1–3-minute interview answers, depending on the question.

- Make sure to prepare questions you'll ask the interviewer.

- Send a thank you email 24 hours after the interview.

STARRR framework

S 5% of interview answer
  - Situation (background context of your story or experience).

T 5% of interview answer
  - Task (what was the goal, what were you asked to do, what was your role).

A 80% of interview answer
  - Action (what did you do? what skills did you use?).

R 10% of interview answer
  - Result (what was the positive result and outcome of your actions/skills)
  - Reflection (what did you learn from this experience?)
  - Reconnect back to the organization (what is transferrable to the role you're interviewing for?)

4 | More resources

For further guidance on how to excel in the hiring process:

- Visit RC portal to book career coaching appointments;

- Explore Big Interview;

- Find career resources on Quercus;

- Practice with a Career Peer;

- Attend a Resume and Cover Letter or Interview Preparation webinar;

- Attend company recruitment events (Information sessions, networking events, coffee chats, etc.)

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