



“DID YOU KNOW?”

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JOB POSTINGS

Did you know; that when applying for a position within our Bargaining Unit that is a promotion to a different classification and is not a lateral transfer, we strongly recommend that you attach a Cover Letter and Resume. As you are well aware, in the past applying for positions consisted of a one line letter to National Secretary-Treasurer stating you are applying for the position.

We have found in recent arbitrations this practice shows no proof of qualifications an applicant may have for the position they are applying. When applying for a job in a higher classification, and or promotion, attaching a cover letter and resume showing your qualifications will improve your chances of being a “qualified candidate”.

We also recommend that you hone your cover letter and resume to the specific position you are applying, meaning keep it relevant to the position. Provide proof in your resume you have qualifications based on the job posting.

Let’s go through some examples of changes in classifications and/or promotions:

- **Secretary** applying for a **Secretary** Position = “Lateral Transfer” , **no** resume required
- **Secretary** applying for an **Executive Secretary** = “Promotion”, cover letter and resume suggested.
- **Executive Secretary** applying for an **Administrative Assistant** = “Promotion”, cover letter and resume suggested.

Any questions please contact your RVP or a Table Officer.

In Solidarity,

Executive
COPE491
Canadian Office and Professional Employees Union

