

■■ Bonus Resources Pack — Universal Tools for All Pathways

Prepared by Olaotee – The Canada Blueprint Immigration Course

■ Goal

To provide you with the essential tools and templates you'll need across all four immigration pathways — including resume standards, a sample Canadian-style cover letter, and visa/document preparation tips.

■ 1. Universal Canadian Resume Format Guide

■ Key Features of a Canadian Resume

- Keep it 1–2 pages maximum
- Use clear sections: Summary, Skills, Work Experience, Education
- No photos, birth date, or marital status
- Use bullet points — short, clear, action-based lines
- Always save as PDF before submitting online

■ Sample Layout

Full Name: [Your Full Name]

Email: [you@email.com] **Phone:** [+234 or +1 Number]

Address: [City, Country]

Professional Summary

Results-driven professional with over [X] years of experience in [field]. Skilled in [list 2–3 strong skills] and known for delivering results in fast-paced environments. Ready to contribute value to a Canadian employer under [pathway type].

Key Skills

- [Skill 1]
- [Skill 2]
- [Skill 3]

Work Experience

[Job Title] – [Company Name], [Location]

Month Year – Present

- Achieved [measurable result or accomplishment].
- Managed [project/team/responsibility].
- Supported business goals through [specific contribution].

Education

[Degree Name] – [Institution Name] – [Year Completed]

■ Pro Tips

- Always use action verbs: developed, led, created, supported, managed.
- Tailor your resume to match the job ad (keywords matter).
- Avoid long paragraphs; keep it easy to scan.
- Use a clean, professional font (Calibri, Arial, or Times New Roman).

✉ ■ 2. General Canadian Cover Letter Template

Dear Hiring Manager,

I am writing to express my interest in the [Job Title] position with [Company Name]. With [X] years of experience in [industry/field], I bring a proven ability to [key skill or contribution relevant to the job].

I am confident that my background in [relevant task or project] and my strong commitment to teamwork and service will allow me to make a positive impact in your organization.

I would be honored to contribute to your company's success while growing my career in Canada.

Thank you for your time and consideration. I look forward to the opportunity to discuss how my experience aligns with your needs.

Sincerely,
[Your Full Name]

■ 3. Visa Fee & Document Upload Guide

■ Common IRCC Fees (Approximate, in CAD)

- Permanent Residence Application: \$850
- Spouse or Partner: \$850
- Right of Permanent Residence Fee (RPRF): \$515
- Dependent Child: \$230 per child
- Biometrics Fee: \$85 (single) or \$170 (family)

(Always verify on the official IRCC website before applying.)

■ Document Preparation Tips

- Always scan documents in PDF format (not images).
- Keep file names clear: Resume_Olaotee.pdf, Passport_Page.pdf, etc.
- Use a reliable email address for all communication.
- Double-check every upload before submitting your application portal.
- Keep both digital and printed copies of everything you submit.

■ Useful Links

- [IRCC Official Site](#)
- [Find Your NOC Code](#)
- [IELTS Test Booking – IDP Nigeria](#)
- [TEF Canada Registration – Alliance Française Nigeria](#)
- [ECA \(WES Canada\)](#)

Prepared by Olaotee – The Canada Blueprint Immigration Course