

■■ Provincial Nominee Program (PNP) Resources — Administrative Assistant Demo

Prepared by Olaotee – The Canada Blueprint Immigration Course

■ Goal

To help you apply successfully through the Provincial Nominee Program (PNP) using a sample pathway in the Administrative Assistant (NOC 13110) category — one of the most in-demand roles across multiple Canadian provinces.

This is a demo example to guide you. Replace the details with your real experience when submitting your own application.

■ Checklist

- 1 Valid passport
- 2 Educational Credential Assessment (ECA)
- 3 IELTS or TEF results (CLB 6+)
- 4 Canadian-format resume (see demo below)
- 5 Letter of Interest (sample provided)
- 6 Proof of employment (reference letter or payslips)
- 7 Settlement funds proof
- 8 Police certificate
- 9 Medical exam results
- 10 Completed Expression of Interest (EOI) on your chosen province's portal

■ Demo Resume — Administrative Assistant (Canadian Format)

Full Name: <PRIVATE_PERSON>

Email: example@email.com **Phone:** +234 800 123 4567

Address: Lagos, Nigeria

Professional Summary

Organized and proactive Administrative Assistant with over five years of experience

supporting daily operations, scheduling, and documentation in busy office environments. Adept at using MS Office tools, managing client communication, and improving workflow efficiency. Ready to bring proven administrative skills to a professional role in Canada.

Key Skills

- Office administration & data entry
- Calendar management & correspondence
- Customer service & teamwork
- Document control & filing
- Proficiency in Microsoft Office & Google Workspace
- Attention to detail & multitasking

Work Experience

Administrative Assistant – Horizon Consulting, Lagos, Nigeria

January 2019 – Present

- Manage company schedules, prepare client files, and organize meetings.
- Maintain accurate digital records and confidential employee data.
- Support the HR and Finance departments with report preparation and documentation.

Education

Bachelor of Arts in Business Administration – University of Lagos (2017)

Certifications

- IELTS General Training (CLB 7)
- ECA – World Education Services (WES)

Demo Letter of Interest — Manitoba PNP

To: Manitoba Provincial Nominee Program

Subject: Expression of Interest for Nomination under Administrative Assistant (NOC 13110)

Dear Manitoba PNP Team,

I am writing to express my genuine interest in immigrating to Manitoba through your Provincial Nominee Program under the Administrative Assistant (NOC 13110) category.

With over five years of professional experience providing administrative and office support, I have developed strong organizational and communication skills that align with the labor market needs identified in Manitoba.

I am confident that my skills in office management, scheduling, and document control will allow me to contribute effectively to the province's growing business and public sectors.

Thank you for considering my application. I look forward to the opportunity to contribute to the continued success of Manitoba's workforce.

Sincerely,
<PRIVATE_PERSON>

■ Demo Expression of Interest (EOI) Example

Occupation (NOC): 13110 – Administrative Assistant

Province: Manitoba

Work Experience: 5 years full-time as an Administrative Assistant

Education: Bachelor's Degree in Business Administration

Language Test: IELTS (CLB 7 overall)

Job Offer: None — applying under Skilled Worker Overseas category

Settlement Funds: \$15,000 CAD (proof available)

Intention: To obtain Permanent Residency through nomination under Manitoba's Provincial Nominee Program (MPNP)

■ Official PNP Links

- [IRCC PNP Overview](#)
- [Manitoba Provincial Nominee Program](#)
- [Saskatchewan Immigrant Nominee Program \(SINP\)](#)
- [Nova Scotia Nominee Program](#)
- [Atlantic Immigration Program](#)

■ Pro Tips

- Use this sample as a reference, not a copy. Replace all demo details with your real work history and test results.
- Always align your resume and Letter of Interest with the province's demand list.
- Keep all communication professional — PNP officers read every detail.
- Be honest, clear, and confident in your submission.

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