



Resume Submission Guide

We respectfully request applicants follow these instructions, to ensure your application receives proper consideration:

1. **Email Subject line:** Include the **Competition Number (i.e. 17.01)** and **Your Last Name**.
2. **Attachment:** Attach your cover letter, résumé, and any other needed documentation, as **one file** to the email.
3. **File Name:** Name the document using your first and last name. For example if your name is John Smith, the file should be named "**SmithJohn**".
4. **File Format:** The file must be saved **PDF format only**.
5. **Application Deadline:** Submit your email with attachment by the indicated closing date of the competition. Late applications are not accepted.
6. Please ensure you clearly indicate how you meet the specific requirements of the role in your resume and cover letter (i.e. educational course requirements, experience, etc.).

Notes:

- **Accommodation in the Workplace:** HPEPH provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact Human Resources directly at 613-966-5500.
- In accordance with **Municipal Freedom of Information and Privacy legislation**, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.