

Organization: Canadian International Development Agency (CIDA)
Job Title: Research, Writer and Junior Analyst

Tasks:

- Provide support to the Human Development and Gender Equality Division
- Coordinate events and meetings
- Conduct research and assist members division on specific issues related to gender equality or education, sustainable development and poverty reduction
- Moderate CIDA's Extranet sites on equality between women and men or education
- Other duties as assigned

Qualifications:

- Knowledge and interest in issues of gender equality
- Masters or Bachelors level student enrolled in a co-op program studying in a relevant academic program such as International Development, Political Science, Economics, Public Policy, Anthropology, Sociology, Gender or Women's Studies
- Relevant volunteer or work experience in development and/or gender equality issues
- Strong research capabilities and excellent writing skills in English
- Computer literate and excellent internet research skills
- Individual must be a self-starter, motivated, and flexible
- Preference may be given to applicants with knowledge of both French and English
- Experience in international development and/or gender equality or education is an asset
- Experience in event planning and management

Apply to:

Olyvia Chow
Canadian International Development Agency
Human Development and Gender Equality Division
200 Promenade du Portage
Gatineau, QC K1A 0G4

Robin Trudeau

24 Sussex Dr, Ottawa, ON

r.trudeau@mail.utoronto.ca

(123) 456-7890

Ms. Olyvia Chow
Canadian International Development Agency
Human Development and Gender Equality Division
200 Promenade du Portage
Gatineau, QC K1A 0G4

August 1, 20XX

Dear Ms. Chow,

As a deeply involved student activist on my campus, it is exciting to see the position of Researcher, Writer and Junior Analyst of gender equality and education issues with the Canadian International Development Agency (CIDA) posted on the UTSC Co-op website. Such a position in an agency whose mandate is to engage in meaningful and sustainable international policy development – especially with its goals of gender equality and women’s empowerment – coheres with the issues I research and advocate in my roles as a public policy student and as an Education Coordinator at my university’s Equity and Diversity Office.

As Education Coordinator for the University of Toronto Scarborough’s Equity and Diversity Office (EDO), the campus resource for support and change around all varieties of injustice, I furthered my passion on gender equality issues by transferring my knowledge of feminist and queer perspectives on policy to action. Through education campaigns, I coordinated special events to raise awareness on misogyny and transphobia in the media. I also took the initiative to widen EDO’s planned scope of student advocacy to incorporate challenges faced by trans people of colour; the result was a collaboration with Students of English Literature and Film (SELF) in an annual event called *70 Cents*, showcasing films on the theme of gender and racial equality. That initiative motivated me to spearhead and organize the first ever week-long ‘fiesta’ dedicated to gender-related issues. I successfully lobbied for full funding to hold a *Confronting Misogyny* education workshop with Green Dot, an anti-bullying program on campus, and documentary viewings on global queer and feminist issues. I believe my experience with event planning and my passion for gender equality are pertinent to the role of junior analyst in your division, as grassroots organization is just as important as the research of CIDA.

My keen interest in intergovernmental relations in Canada, as well as my involvement with Model Parliament, offers me a nuanced understanding of the current international role this Government has taken. As a public policy student, I understand that the mission of CIDA continues to evolve into one focused on sustainable policies for the chosen countries of focus. To fulfill its mission of leading Canada’s international aid efforts to eradicate poverty, it is important that comprehensive research can direct the most effective aid. My studies in public policy mirror these exact challenges of CIDA; skills such as analyzing statistics, understanding policy paradigms and the processes of intergovernmental relations allow me to conduct and assist in research required to craft pragmatic conclusions. My awarded research topic with the UTSC Social Sciences Department, “Gender Education Policy in Canada”, is an example of the sophisticated analysis required to understand how feminist and alternative perspectives greatly aid in the development and implementation of policy.

With my passion in gender equality issues and my interest in the efficaciousness of policy, I would greatly appreciate the opportunity to discuss how I could contribute to your objectives.

Sincerely,

Robin Trudeau

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r.trudeau@mail.utoronto.ca

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SKILLS

- Array of research skills including methodological, statistical and theoretical analysis, acquired via proposing original research theses at university level courses; knowledge of different policy frames for thorough analysis of complicated and nuanced research matter
- Sophisticated understanding of intergovernmental relations through focus on alternative policy paradigms (feminist/queer), as well as research methods required to comprehensively analyze policy issues; honed through scholarship-supported gender research in Social Sciences
- Excellent writing, editing and research skills by employing rhetorical and stylistic devices, from experience as newspaper editor and through published material
- Coordinated and fundraised for events and meetings through experience as student activist with social justice groups on campus and as assistant to the student government's equity board
- Fluent in English and Cantonese, functional French
- Knowledge of Microsoft Office (Word, Excel, PowerPoint) and Web Design (FTP, HTML)

EDUCATION

University of Toronto 20XX – Present
Candidate, Honours Bachelor of Arts
Public Policy Co-op & Political Science Majors, French Minor – CGPA of 3.68/4.0

AWARDS AND ACHIEVEMENTS

Awarded University of Toronto Social Sciences Summer Scholarship 20XX
• Research paper “Gender Education Policy in Canada” presented at departmental symposium
Granted University of Toronto Scarborough In-Course Award, \$500 20XX
Earned University of Toronto Scarborough Honours List 20XX – 20XX
Awarded Collège de Trois-Rivières, École de Français Certificat d'Excellence 20XX

SOCIAL JUSTICE ACTIVITY

Equity and Diversity Office, UTSC, Toronto, ON 20XX – 20XX

Education Coordinator

- Coordinated events to raise awareness and foster a climate of inclusiveness on campus towards
- LGBTQ-identified students
- Spearheaded a new and successful annual week-long initiative to showcase the unique challenges of queer people of colour on campus
- Broadened scope of advocacy to include issues on gender and racial equality; maintained a positive space while performing outreach to members of the community who recognize the importance of equality in an academic setting

Model Parliament, UTSC, Toronto, ON 20XX – 20XX

Secretary

- Planned events to inform members of current political affairs by securing sponsors and organizing meetings for general membership
- Organized mock debates and conferences to prepare general members for professional by brainstorming topics and creatively organizing the political agenda of each specific debate

WORK EXPERIENCE

Seneca College, Toronto, ON

May – Aug. 20XX, May 20XX – Present

Summer Language Monitor

- Created and conducted a debating workshop for ESL students, while being sensitive to their different linguistic/cultural differences (Quebecois, and recent newcomers)
- Lived on residence and acted as a residence advisor to assist or mediate any concerns; encouraged at every hour their desire to improve language skills
- Organized activities/excursions daily to foster English development while meeting the diverse needs of students; catered different language exercises to different demographics
- Exhibited positive attitude at all times and dealt with students in an assertive and supportive manner

Old Navy, Toronto, ON

October 20XX – Present

Sales Advisor

- Helpfully assist a diverse demographic of customers from Adult, Kids to Baby
- Resolve customer complaints in a professional, straightforward and respectful manner while adhering to company policy; exhibit patience and judgment to deal with customer or personnel problems independently of managerial staff
- Consistently take initiative to merchandise while respecting company guidelines to maximize visibility and accessibility of garments to customers
- Invited to “Fitting Room Focus Group” by Area Team for exhibiting and developing exceptional customer service; achieved sales targets consistently to be named “Sales Advisor of the Month” in November 20XX

UTSC Students’ Union, Toronto, ON

July 20XX – September 20XX

Administrative Assistant

- Demonstrated exceptional team work with administrative and executive team to administer services of the Students’ Union such as the Health and Dental Plan
- Organized confidential financial paperwork; processed and verified applications, receipts and expenditures to ensure smooth execution of programs run by the Students’ Union
- Took an active role in student life as a representative and employee of the SCSU; helped plan equity events such as *Expression Against Oppression*, by co-ordinating social justice groups on campus to contribute, volunteer and participate

Legislative Assembly of Ontario, Toronto, ON

May 20XX

Legislative Page

- Formally participated by delivering motions, bills, petitions and official documents according to parliamentary procedure; abided strictly to legislative code of conduct
- Exercised good judgment and diplomacy to make certain all members of Parliament were ensured confidentiality (regarding documents and designated information)
- Ensured smooth functioning of Queen’s Park by comprehensively understanding the rules and conventions of parliamentary practices