Job application research sheet

One row per posting, with the six questions Job Bank says to answer before you apply. Use it to tailor the resume and cover letter.

NAME

DATE

Employer and posting	What the company does	Duties of the job	Qualifications asked	Skills asked (and my proof)	Customers or clients	Reputation notes	Applied on

SOURCES (CHECKED 2026-11-26)

Check current details on the official page. https://www.jobbank.gc.ca/findajob/resources/apply-for-jobs (checked 2026-11-26)
Check current details on the official page. https://www.jobbank.gc.ca/findajob/resources/write-good-resume (checked 2026-11-26)