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)