CIPS Alberta ICT Mentorship Program

Innovate Your Job Application

Leveraging SkillsTX and SFIA for Success

Mon Jul 14, 2025
Tue   Jul 15, 2025

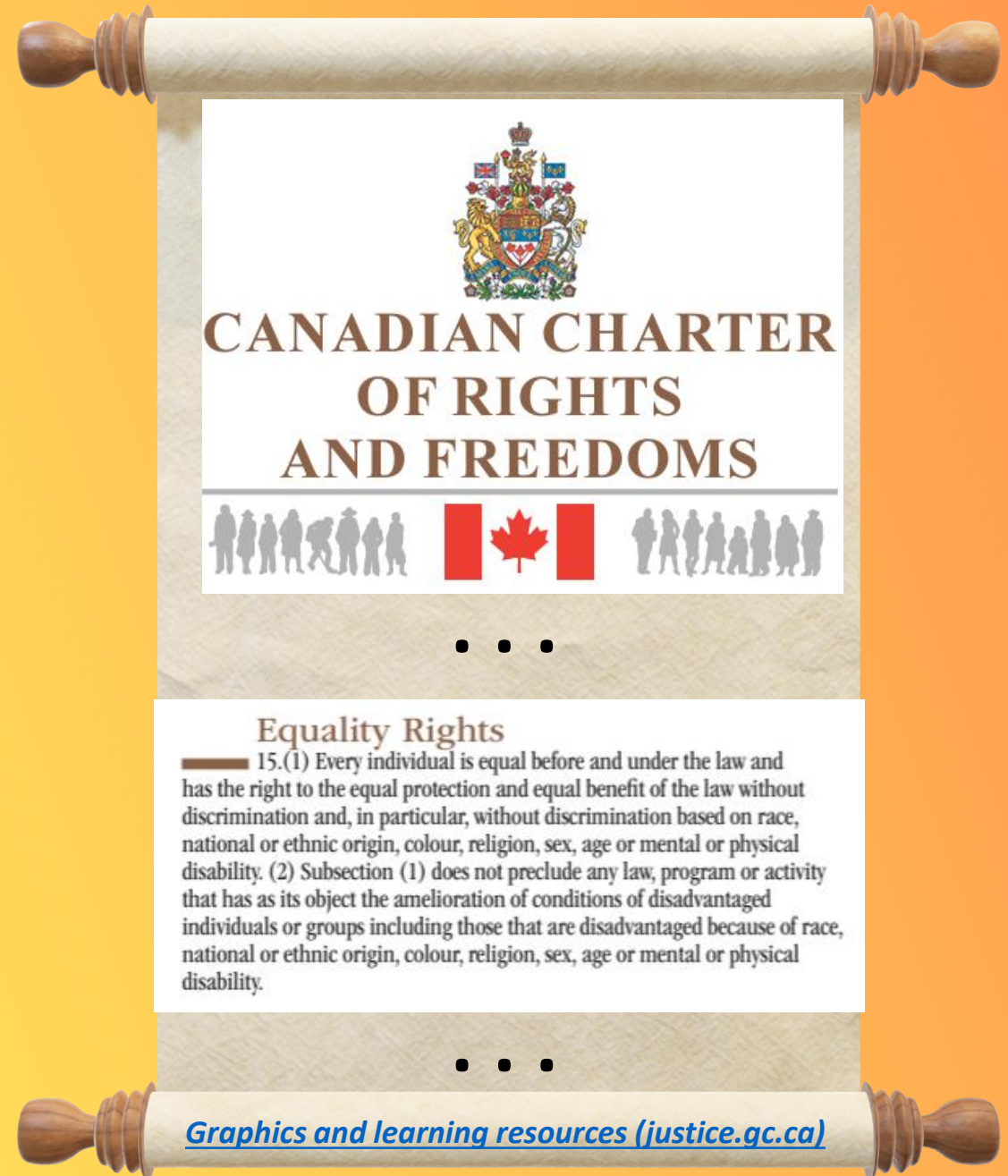Sabina Posadziejewski, MBA, COES, CGEIT, I.S.P., ITCP

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GUIDING CANADIAN TECH CAREERS

ICT MENTORSHIP PROGRAM FOR IMMIGRANTS

Objectives

- Understand the basics of resume structuring for IT professionals to achieve success.

- Learn to assess and enhance your resume using SFIA and ChatGPT - CoachPilot.

- Customize your job resume and cover letter for targeted job roles.

- Master the follow-up process after submitting your application.

- ***Note your Human Equality Rights in Canada!***

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CANADIAN CHARTER OF RIGHTS AND FREEDOMS

Equality Rights

15.(1) Every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability. (2) Subsection (1) does not preclude any law, program or activity that has as its object the amelioration of conditions of disadvantaged individuals or groups including those that are disadvantaged because of race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.

Graphics and learning resources (justice.gc.ca)

MASTER Resume Structure

- Create Key sections:
  - Header
  - Summary
  - Education and Credentials
  - Certifications and Skills
  - Professional Work Experience
  - Professional Affiliations and Committees
  - Awards and Recognition.
- Be clear and concise; Use Sans Serif fonts like Calibri, not Serif like Times Roman.
- Use Action verbs.
- Demonstrate your relevant experience and achievements – *do not "echo" the job advertisement.*
- Include page numbers at bottom.
- **Omit** any personal information such as sex, gender, religion, Social Insurance Number, family status.
- **SAVE** your **MASTER** to edit and save separately for each job application.

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NAME, *professional designations*
LinkedIn profile link
City, Province
P: (xxx) xxx-xxxx   E: email address

Summary

….

Education and Credentials

…

Certifications and Skills

…

Professional Work Experience

For each position:

Position, Company, Location   **Mmm YYYY – Mmm YYYY**

- *Use bullets starting with an ACTION verb to demonstrate your role and achievements.*

…

Professional Affiliations and Committees

- *Use bullets to list any professional memberships, volunteer roles, special event participation such as a Speaker.*
- *Indicate year or duration where appropriate using same style as for work experience.*
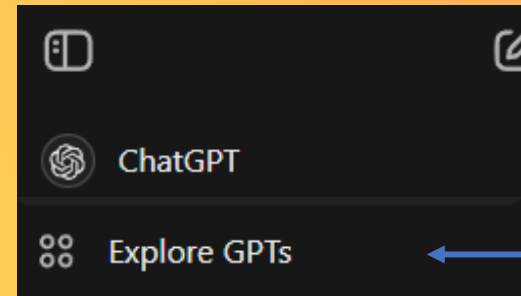
…

Awards and Recognition

- *Use bullets to list*

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Assess your Resume

- **Assess** your skills and competencies based on **SFIA** – Skills Framework for the Information Age as a common IT universal language.
- **Use** the **ChatGPT** language model from SkillsTX called **CoachPilot**.
- **Enter** basic prompts to determine what your resume is telling about you based on SFIA
  - Copy/Paste your Master resume *excluding the header* into CoachPilot for privacy.
- **Compare** results with your **SkillsTX** profile if you have completed it.
- **Apply** critical thinking and analyze why your SkillsTX self-assessment may be different from CoachPilot results.
- **Identify** any differences and determine if you need to revise your resume or your self-assessment.
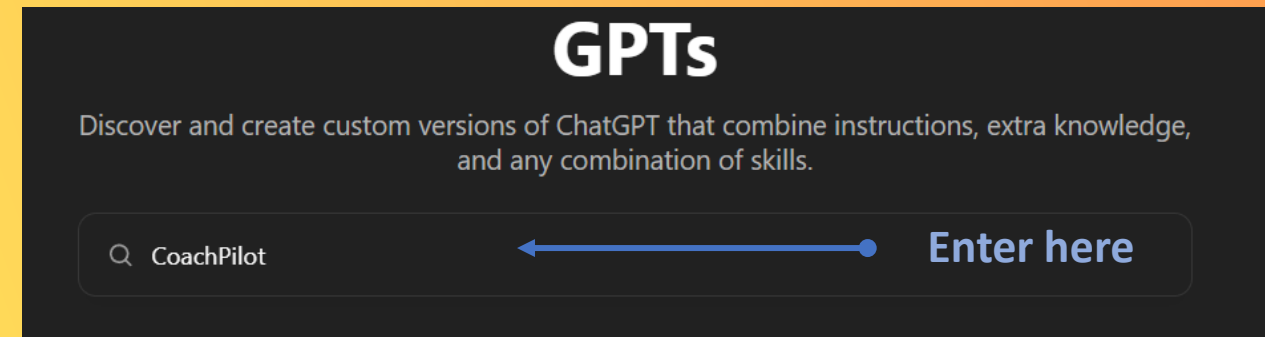
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ChatGPT - CoachPilot

- Create or Open your ChatGPT account: https://chatgpt.com
- Click on **Explore GPTs** on left side menu

Click here

- Enter **CoachPilot** in Search bar

Enter here

- Now **CoachPilot** added to above menu!
- Click on **CoachPilot** and review the page with Message bar at bottom of screen.

Assess your Resume *cont'd*

Following is a proposed prompt to assess your Master resume:

What SFIA Skills and Levels of competency are represented in my resume? Copy/paste your resume. Press return. Example is partial result based on 40+ years' experience:

Assess your Resume *cont'd*

- ChatGPT will keep your results in a labelled thread in the left-hand side menu for future access.
- You can copy/paste results into a WORD document for further analysis and comparison with your SkillsTX self-assessment.
- You may find your resume, results in:
  - Levels different from your SkillsTX profile
    - Did you assess yourself lower than your capability based on the skill level description?
    - Did you over-represent yourself in your resume based on the language used?
    - Review the SkillsTX level descriptions to compare language differences.
    - Do you need to revise your master resume with language to accurately reflect your capability levels?
  - Are there additional skills in your resume you never considered in your SkillsTX profile?
- Ensure you include successful achievements in the Master resume.
- Make further edits to your Master resume as needed.
- **Save your Master resume and Share with your Mentor for review and discussion.**

Decode a Job Advertisement

Use ChatGPT – CoachPilot prompts to:

- Analyze a job ad through the lens of SFIA.

- Identify required SFIA skills and levels in the job ad.

- Match your resume to the job's SFIA requirements.

Process:

1. **Copy** the desired job ad text from your source such as **LinkedIn** or **Indeed** or other.
2. **Enter** in CoachPilot:
   - **Based on my SFIA skills assessment, how do I match the requirements for this xxx position**:
   - **Paste** the job description
   - **Press** Enter.

Based on my SFIA skills assessment, how do I match the requirements for this Chief Transformation Officer position: About the job
The Opportunity

Reports to: Chief Executive Officer
Direct Reports: N/A
Location: Edmonton, Alberta
Job Status: Two-year term with the possibility of extension

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Assessing Your Skills for the Job

Process cont'd:

3. **Review** your SFIA skills with those required by the job.

4. **Identify** any strengths and areas for development based on the results.

5. **Consider** a strategy for addressing skill gaps in your application.

   - Is there a big gap in any skill levels between your resume and the requirements?

   - Is it perhaps the language used that is impacting the gap?

   - Are you in the process of any development to support the expected skill level?

   - Are there any skills missing in your resume that need to be addressed?

   - Is this job application a good fit at this time – if not, don't waste time and move to another job ad? *(Still keep track of the company in a job log* ☺*)*

   - Enter your own additional prompts if you want to deep dive further into the gap analysis..it's like having a conversation!

Customize your Resume for the Job!

Use ChatGPT – CoachPilot prompts to:

- Draft a custom resume to highlight relevant SFIA skills.

- Structure your resume to meet specific job requirements.

- Emphasize your unique value proposition.

Process:

6. **Enter** in CoachPilot: **Recommend a custom resume for this job.**

7. **Read** the results carefully.

8. **Copy/Paste** into a document and proceed to apply formatting according to your Master resume.

9. **Review** the content **Critically** and **Make** any appropriate changes to include other information or correct any generated text. *NOTE: Recruiters can immediately tell when ChatGPT is used so you still need to apply your personal touch.*

   This will be the resume you submit with your job application (Not the Master)!

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Write a Compelling Cover Letter for the Job!

Use ChatGPT – CoachPilot prompts to:

- **Draft** a custom cover letter in response to the job ad to complement your specific resume.

- **Demonstrate** how you meet the job requirements based on the required skills and the relevant experience. Include successful deliverables or outcomes you have achieved.

- **Keep** the language clear and concise and try to limit to one-page, else format with page numbers.

- Be conscious how you respond to the specific job—you have put in the time and effort to decode the job and ensure your skills match – be specific how you meet the requirements.

Process:

10. **Enter** in CoachPilot: **Recommend a custom cover letter for this job, demonstrating my successful achievements.**

    - **Repeat Steps 7, 8, and 9.**

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Submitting your Application

- **Follow application instructions carefully**, ensuring you:

  - Include required documents

  - Use preferred file formats

  - Provide Subject line details as requested.

- **Use a professional email address** ideally one that includes your name.

- **Use a clear and specific subject line**, such as "Job Number Title – Your name".

- **Name your resume and cover letters appropriately**, such as "Your name – resume.pdf" and "Your name – Cover Letter.pdf".

- **Save and attach your documents as PDFs** to preserve formatting and ensuring they can be opened on any device.

- Include a brief message reiterating your interest in the position and advise documents are attached if you are submitting by email or there is an option in a portal upload.

Following Up

- **Timing** – Wait about a week after submission to follow up.

- **Method** – Best to use email; if you applied through a portal, you may need to research contact information for the HR department or the recruiting person.

- **Message** – Be polite and professional AND concise.

- **Be Patient**

- **Keep doing your Job Search and Tracking!**

- **Make the effort to customize each resume and cover letter for the intended job.**

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Final Tips and Best Practices

- Create a Master resume

- Use ChatGPT-CoachPilot to assess your resume based on SFIA skills and levels.

- Review and compare with your SkillsTX profile to understand any differences; Make revisions accordingly; Review with your Mentor.

- Use ChatGPT-CoachPilot to review a job advertisement and assess your skills against the requirements; Understand any differences or gaps and decide how you will address the gaps, if at all.

- Generate a draft resume and cover letter for formatting and review, making sure it sounds like you!

- Keep a job log of the Date, Position, and Company, with any contact information, along with follow-up tracking information.

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