

SLIDE 1 – Erika

Thank you for watching this short explainer about Career Professionals of Canada and our Awards of Excellence Program.

SLIDE 2 – Erika

Hello, my name is Erika Mendonça-DeSilva. I am the CPC Awards of Excellence Program Lead and an active member since 2011. As a previous Awards of Excellence winner, recognizing outstanding individuals in our profession is one of our most important activities. I invite you to submit your name and work for consideration.

SLIDE 3 – Erika

CPC's Awards of Excellence program validates you and the services you provide. As a career professional, you do exceptional work, and you deserve to be recognized. I would like to encourage you to self-submit. Applying for an award can be inspirational and fulfilling. Just by putting together your submission, you'll be able to reflect on all your competencies and talents. Some friendly competition is also good for your professional development. You'll push yourself and your skills to the next level. It's great to be selected and nominated for an award. And, if you win, it will be the icing on the cake. You'll boost your morale and your own résumé.

SLIDE 4 – Erika

I am pleased to introduce two of our judges. They are both previous awards of excellence winners. Kamee Gilmore will walk you through the general submission guidelines and the professional categories. Stephanie Steele will go through the résumé categories and explain the judging process.

SLIDE 5 – Kamee

Hi, I'm Kamee Gilmore and I'm a CPC since 2016 and previous awards of Excellence winner. I joined the Awards of Excellence judging team in 2021. As Erika mentioned earlier, you deserve to have your work recognized.

SLIDE 6 – Kamee

To enter the program, you need to be a CPC member in good standing. Make sure that you follow CPC's Code of Professional Conduct and always present your own work truthfully and authentically. There are two sets of guidelines that you need to pay attention to: the general guidelines for all submissions and the specific guidelines for the categories you select. By following the checklists on CPC's website, you'll ensure that your submission is accepted. Select up to three categories that you feel best fit you and the work you do. Don't submit the same application to multiple categories. Complete one submission for each category that you select. Get your submission in before the deadline. By entering you agree to allow the judges to evaluate your submissions. Only those selected by our Awards Judging Team will be nominated.

SLIDE 7 – Kamee

For the professional category, complete the submission yourself. Only you know your strengths and accomplishments best. Outline your reason for nomination in 500-words. Include supporting documents but do not exceed 5 pages.

SLIDE 8 – Kamee

The Outstanding Career Leader is our top award. It recognizes outstanding contributions to the advancement of career development in Canada. You'll need to explain how you have made an exceptional and profound impact nationally. This Outstanding Career Professional will be ideal for you if you provide career development or employment consulting services. You'll need to show how your



real-life work experience supports your clients. The Outstanding Community Outreach Strategist recognizes your work in the community. You may be a job developer, resource developer, or stakeholder engagement professional. As an Outstanding Employment Interview Strategist, you'll need to show how you support clients through interview coaching or interview role-play. If you provide social media support related to career development, the Outstanding Social Media Strategist award will be for you. Demonstrate your work experience in LinkedIn, Facebook, Instagram, virtual profiles, blogging or any online area. Don't forget to include hyperlinks to your profiles if appropriate. I'm going to now pass it on to Stephanie.

SLIDE 9 – Stephanie

Hi I'm Stephanie Steele also a returning judge for the CPC Awards of Excellence program.

SLIDE 10 – Stephanie

If you would like to apply for a résumé category, you must develop your sample résumé on your own. This must be an original sample that is not published elsewhere or won any other contests.

SLIDE 11 – Stephanie

A new graduate or entry-level résumé must be for an early-career entrant into the labour market. An internationally educated professional résumé must be for an entrant from another country to the Canadian market. A technical résumé targets a position that involves technology, telecommunications, engineering, or related area. An executive senior manager or leadership resume reflects the level and status of your client and the role being targeted. A career change résumé is for a client targeting an entirely different role. A creative résumé highlights innovative strategies or an imaginative design.

SLIDE 12 – Stephanie

Replace your client's name in the header of the résumé with yours. Fictionalize the sample to protect your client's privacy and confidentiality. If you have a winning sample, CPC may publish it. Proofread the résumé very carefully. Samples with significant structural, spelling, and grammatical errors will be disqualified. If you feel you need additional help, refer to The Canadian Résumé Strategist Certification Study Guide. Write a short statement that explains your strategy and merge this with the sample résumé for one pdf file.

SLIDE 13 – Stephanie

When you've completed preparing your three submissions, you'll be ready to submit each pdf document. Make sure that you haven't exceed the word count or page length so that your submission will qualify. Structure your file name with your first name, last name, and the award category name. Once all submissions are received, nominations are evaluated by a volunteer Awards Judging Team. Judges use a consistent form to ensure a fair selection. If there are no eligible entries for a specific category, no winner will be awarded for that category.

SLIDE 14 – Erika

Award recipients are formally announced in CPC's Career Connections Newsletter. If you are a nominee, you will receive a soft-copy award logo for self-marketing purposes. Winners and honourable mentions can download their certificate by logging into their CPC profile.

SLIDE 15 – Erika

Thank you for taking the time to view this explainer. Check out our website for samples and a link to a post that provides you with additional hints and tips. If you have any questions about the Awards of Excellence program, please e-mail info@CareerProCanada.ca.

