个人整理 · 非官方

联邦政府求职完全手册

从看懂工资，到投递、考试、面试、入职

一本只讲加拿大联邦政府求职的手册

10 页试读版

联邦工资手册 Federal Pay Guide 出品

2026 年 9 月 · 基于加拿大政府官方公开资料整理

canadapayguide.ca

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试读版

以下精选自**第四章：读懂招聘广告**——真实广告拆解、关键词清单、差简历 vs 好简历对照，以及英文自我介绍＋一道面试题的完整 STAR 示例。完整版 85 页，14 章＋4 个附录。

实战：一则真实广告的完整拆解

方法讲完了，现在拿一则真实广告走完全程。下面用的是 2026 年 10 月的一则真实广告：Parks Canada（加拿大公园管理局）Jasper 国家公园的行政岗，两个 stream（AS-01 和 AS-02），截止 2026-10-18。我们以入门级的 **Stream 1（AS-01）**为主线，完整走一遍：**读广告 → 拆关键词 → 改简历（有经验版／零经验版）→ 准备面试**。

广告会过期，但拆解方法是通用的：你拿到任何一则新广告，都按这个流程走一遍。

全书主线 本章、第七章、第九章的所有例子，都用**同一套素材**：**附录三这则广告 ＋ 虚构候选人陈静的简历**（完整版见本章第三节）。筛选题怎么写、面试故事怎么讲，用的都是这份简历里的同一段经历——这正是评审和面试官期望看到的：**申请材料前后一致**。读到后面章节时，记得回来对照这套素材。

广告原文：GC Jobs, "Various Administrative Positions - 2 Streams (AS-01 and AS-02)", Parks Canada, Jasper National Park of Canada (Alberta). Reference number CAP26J-170802-000017, Selection process 2026-CAP-JAS-IA-VAR-082.
https://emploisfp-psjobs.cfp-psc.gc.ca/psrs-srfp/applicant/page1800?poster=2466607&toggleLanguage=en

第一步：逐字读——先看"头尾"，再看"中间"

大多数人只看中间的 qualifications，错过了头尾的决策信息。这则广告：

> **Employment tenure:** "Indeterminate, Term, Acting, Deployment, Assignment, this process may be used to create a list of qualified candidates to staff similar positions with various tenures, security levels or linguistic requirements."
>
> **批注：**tenure 一栏列了 indeterminate（无固定期限）——这是最值钱的信息，见第一章。后面那句"建 qualified candidates 名单"是 Pool 机制（见第六章）：这一次考上，进的是人才库，全国类似岗位都可能从中调人。

> **Who can apply:** "Persons residing in Canada, and Canadian citizens and Permanent residents abroad." **Language:** "English essential." **Salary:** "$61,980 to $74,408 (salary under review)."
>
> **批注：**三秒扫完：人在加拿大就能申请（公民、PR，或住在加拿大的都行）；English essential——英语够用就行，不考法语；工资 $61,980–$74,408 起步。"salary under review"指工资表正在更新，最新数按本站工资页查（见第二章）。

Important messages: "No cover letter required – Respond to questions in the on-line application." ... "Applicants must clearly demonstrate how they meet the Education and Experience factors ... by providing concrete examples with significant details to explain **WHEN, WHERE and HOW** you meet each factor." ... "**Resumes will be used as a secondary source** to validate the experience described when responding to the questions in the on-line application."

批注：这是整则广告最重要的一段，官方亲口告诉你游戏规则：① 不用求职信，**screening questions 就是申请本身**；② 每个资格都要用具体例子证明 **WHEN（什么时候）、WHERE（在哪里）、HOW（怎么做的）**，只写"我符合"会被直接拒；③ 简历只是"secondary source"（次要佐证）——用来验证你筛选题里写的东西。所以改简历的真正目的，是让简历和筛选题的答案互相印证。

Duties: "This position provides a full range of executive services and support to the Field Unit Superintendent... Abilities being sought include **attention to detail, sound judgment, discretion, computer competency, and effective interpersonal skills**... preparation and handling of **sensitive documents**, files and dockets."

批注：Duties 里点名的 5 个能力（细心、判断力、谨慎、电脑能力、人际沟通）＋ sensitive documents，就是面试题的出题范围——见本节第五步。

EXPERIENCE – STREAM 1 (AS-01): "Recent* and significant** experience providing administrative support services such as purchasing, material management, records/ information management, processing financial and human resources records, data entry, preparing correspondence, arranging travel and meetings, recording minutes, and/or managing multiple e-mail and calendar accounts."
"* Recent experience refers to experiences acquired in the **past 5 years**.
** Significant experience refers to experience acquired as **a main component of your work responsibilities for a minimum of 1 year**."

批注：注意三个细节：① "such as"后面列的是举例（purchasing、records management、data entry.....），不是穷尽——你的经历只要落在这个范围内都算；② "and/or"表示"和／或"，**不需要每一条都有**，有其中几项即可（见第三章）；③ 脚注是定义题：recent ＝ 过去 5 年内，significant ＝ 至少 1 年且是工作的**主要部分**。5 年前的经历、打杂时顺手做过的，都不算。

> **Asset qualifications (Stream 1):** "Experience working with confidential human resources related data such as payroll, staffing and employee data." / "Experience tracking or monitoring finances for a business unit, such as managing a budget."
>
> **批注：**加分项：接触过保密人事数据、管过预算。有就写，没有也不影响过初筛（见本章第一步）。但如果有两个候选人 essential 打分接近，asset 就是分水岭。

第二步：这则广告的关键词清单

把上面标出的重点压成一张表——这就是评审打分表的镜像：

类别	关键词（用广告原词）
能力动词	providing administrative support / purchasing / processing records / preparing & editing correspondence / arranging travel and meetings / recording minutes / managing email and calendar accounts / planning, organizing, prioritizing
知识名词	material management / records & information management / financial and HR records / data entry / client serviced environment / Word, Excel, PowerPoint
年限数字	recent ＝ 过去 5 年内；significant ＝ 至少 1 年且是工作的主要部分
程度词	such as（举例，非穷尽）/ and-or（有其一即可）/ internal and/or external clients（内外客户都算）
面试能力词（来自 Duties）	attention to detail / sound judgment / discretion / sensitive documents / constantly changing priorities

第三步：改简历——有工作经历版

假设候选人陈静：2022.06–2024.08 在多伦多 XX 物流公司做行政助理（行政支持是主要职责），2021.06–2022.05 在多伦多 XX 保险公司做前台客服。她的通用版简历原来这么写：

改写前（通用版）：

"2022–2024，XX 物流公司，行政助理：负责日常行政事务，协助经理处理各项工作。"

→ 评审：关键词一个都对不上。purchasing？records management？correspondence？都没提。recent 和 significant 也无从验证。

差简历（通用版）

陈静 ｜ 电话 416-xxx-xxxx ｜ 邮箱 xxx@gmail.com

求职意向：行政类岗位

工作经历

2022–2024　XX 物流公司　行政助理

· 负责公司日常行政事务

· 协助经理处理各项工作，工作认真负责

· 参与部门会议，协助会议组织工作

· 熟练使用办公软件

2021–2022　XX 保险公司　前台

· 负责接待来访客户

· 处理日常事务，协助同事工作

教育背景

2020 年　XX 大学　本科学位

自我评价

本人性格开朗，学习能力强，抗压能力好，团队合作意识强。

→ **评审视角（7 个问题）：**① "负责日常行政事务"——对应广告哪个关键词？一个都对不上；② "协助经理处理各项工作"——处理了什么？没说；③ "熟练使用办公软件"——广告点名 Word、Excel、PowerPoint，你点名了吗？④ "参与会议"——是 arranging、recording minutes 还是只是坐着？说不清；⑤ 时间只有年份——recent（过去 5 年）勉强可算，significant（主要职责满 1 年）无从验证；⑥ "求职意向：行政类岗位"——海投痕迹明显，不像是为这份广告写的；⑦ 自我评价的形容词——筛选打分表上没有这一项，等于白写。连第二段前台经历也一样空洞：接待了多少客户？处理了什么事务？全没写——而这段恰恰是证明 client service 能力的唯一机会。

好简历（Parks Canada 定制版）

陈静 ｜ Toronto, ON ｜ 416-xxx-xxxx ｜ xxx@gmail.com

目标岗位：Administrative Support (AS-01), Parks Canada — 2026-CAP-JAS-IA-VAR-082

相关经历

Administrative Assistant, XX Logistics, Toronto (2022.06–2024.08) —— administrative support 为主要职责

· Provided administrative support services including purchasing office supplies, maintaining records/information management system (200+ files), processing financial records and data entry in Excel

· Managed multiple email accounts and calendars for 2 managers; arranged travel and meetings; recorded minutes for weekly operations meetings

· Prepared, edited and formatted correspondence including reports and briefing emails to internal and external clients

· Planned, organized and reprioritized daily tasks in a fast-changing operations office, responding to urgent requests from warehouse and client teams

Customer Service Representative, XX Insurance, Toronto (2021.06–2022.05)

· Served 30+ clients daily in person and by phone in a fast-paced front-desk environment; handled inquiries and redirected complex cases to adjusters

· Processed claims correspondence and maintained client files; managed appointment calendars for 4 adjusters

教育背景

Bachelor's degree, XX University (2020) —— 高于广告学历要求（广告仅要求："Successful completion of secondary school according to provincial standards"）

技能

· Microsoft Word, Excel, PowerPoint（广告点名的 computer competency，直接列出，不写"熟练使用办公软件"）

· Records/information management systems (paper & electronic); data entry

· English —— 工作语言（本广告 English essential）

→ **评审视角（8 个加分）：** ① 标题点名岗位＋selection process number——一看就是为这份广告写的；② 时间精确到月——recent 可验证；③ 注明"为主要职责"——significant 可验证；④ 每条 bullet 都是广告原词——打分表逐项勾选，零障碍；⑤ 学历直接引用广告条款——评审不用猜；⑥ 数字（200+ files、2 managers）让 significant 更可信；⑦ 没有自我评价——省下的篇

幅全给了证据；⑧ 第二段前台经历没为凑数而写——30+ clients daily、claims correspondence 直接对应广告的 client serviced environment，连 supporting 经历都在为这则广告服务。

评审在找什么	差简历	好简历
关键词命中	通用词，广告原词零命中	广告原词逐条命中
WHEN / WHERE / HOW	只有 WHERE（公司名）	三项齐全，每条 bullet 都是证据
recent / significant	年份模糊，无"主要职责"说明	精确到月 + 注明主要职责
学历对应	只写"本科学位"，评审自己猜	学位+年份写全，并注明高于广告的学历要求
定制感	"行政类岗位"——海投通用版	点名岗位 + process number

记住初筛的规则：评审一天看几十份简历，**他不是在"欣赏"你，他是在拿着广告的表逐项打勾**。差简历让他每勾一项都要猜、要找；好简历让他一路勾下去——过初筛的差距，就在这几分钟的阅读体验里。

> **实务提醒：面试官的读法不一样**
> 过了初筛，简历会到面试官手里——但他们通常**不会逐字细读，而是在面试前才快速浏览、面试中边问边看**。这带来两个实务结论：① 简历要"两档可读"：bullet 开头用**动词+数字**（managed calendars for 2 managers），让面试官 30 秒抓住亮点；② **简历上的每句话都要经得起追问**——面试官最爱从你的简历里挑点深挖（"你说你 maintained 200+ files，具体怎么做的？"），写上去的每条 bullet，自己都要能展开讲 2 分钟。面试前一天，重读一遍自己的简历。

这则广告是 English essential，面试大概率用英语进行。下面按本广告（仍用陈静的设定）给出**英文**自我介绍和三道行为问题的完整示例回答——**示例为编写的示范，请换成你自己的真实经历**，但结构和用词可以直接学：

英文示例：自我介绍（约 2 分钟）

"Thanks for having me today. My name is Jing Chen. From June 2022 to August 2024, I was an Administrative Assistant at XX Logistics in Toronto, where admin support was my main responsibility. I managed calendars and email accounts for two managers, coordinated meetings and travel, recorded minutes, and prepared correspondence for both internal teams and external clients — in a fast-moving operations environment where priorities changed daily.

One thing I'm particularly proud of: I rebuilt our shared filing system for over 200 active files, which cut the time people spent looking for documents roughly in half.

What attracted me to this role is the executive support side of it. Supporting a Field Unit Superintendent — juggling changing priorities, handling sensitive documents with discretion — that's the work I do every day, and I do it well. I'd love to bring that experience to Parks Canada."

→ 好在哪：① 第一句点名**现在做什么**，动词全是广告原词（managed calendars / coordinated meetings / prepared correspondence）；② 中间一个**量化成绩**（200 files，时间减半）；③ 结尾**点名这家机构和这份工作的 duties**（executive support / changing priorities / sensitive documents with discretion）——面试官一听就知道你是为这个岗位来的。

英文示例：三道行为问题

Q1: "Tell me about a time when you had to reprioritize your work because priorities suddenly changed."

(S) In March 2024, as an Administrative Assistant at XX Logistics in Toronto, I had a week where everything collided: month-end financial records were due Friday, and on Wednesday morning, one of our managers asked me to arrange last-minute travel for an urgent client visit on Thursday.
(T) I had to deliver both without letting anything slip.
(A) First, I confirmed with my manager which was truly time-sensitive — the travel, because flights and hotels get more expensive by the hour. I booked the travel first, then

broke the month-end work into chunks and did the most error-prone part, the data entry reconciliation, early Thursday morning when I was freshest. I also told the warehouse team my response time would be slower that day so they could plan around it.
(R) The travel was booked by noon Wednesday, and the financial records went out on time Friday. My manager later told me the proactive heads-up to the warehouse team was what made it work — no one was caught off guard.

→ 考的是 planning, organizing, prioritizing + constantly changing priorities。好在**讲了取舍**（先确认哪个更紧急、把最容易出错的活放在状态最好的时间），而不是只说"我加班搞定了"。