

**SUMMER STUDENT PROGRAM**  
**Frequent Asked Questions (FAQ)**

**Q: When is the deadline for submitting my application for a summer position?**

A: The competition opens on November 2019 and closes on January 31, 2020.

**Q: How many positions are available?**

A: In the summer of 2019, 17 students were hired for the Summer Student Program. The number and types of positions available each year vary depending on the needs of the various locations. For the 2018 year, we have 13 summer student positions in the following areas: Corporate Affairs, Facilities, Finance, Food & Beverage, Human Resources, Information Technology, Marketing and Procurement.

**Q: What are the hours of work?**

A: All summer students will work Administration Office hours, Monday – Friday, 8:30am – 5:00pm, including a one hour unpaid lunch break.

**Q: How do I apply for the Summer Student Program?**

A: Students must apply on the SIGA website at [www.siga.ca/careers](http://www.siga.ca/careers). Candidates must create an online profile and attach a cover letter and resume. Students will have to identify their top two SIGA locations and their top two departments that they prefer to work in. If the student meets the eligibility criteria, they will be considered for our Summer Student Program.

**Q: How do I know if I am eligible for the Summer Student Program?**

A: Please review our Student Program Eligibility Criteria document.

**Q: Do I have to submit a resume or cover letter?**

A: It is recommended that you submit a cover letter and resume – either attached or pasted into the online application. This information is important – hiring managers need the necessary information to consider you for the position.



**Q: What should I include in my cover letter?**

**A:** Your cover letter does not need to be addressed to anyone in particular (i.e. hiring manager,) however, you can address the cover letter to “Hiring Manager” or “Sir or Madam” if you prefer to do so.

The body of your cover letter should be concise, informative and less than a page in length. Include: your field of study; relevant work experience, and/or training; relevant accomplishments/awards; and why you would be a great fit with SIGA.

**Q: What if I no longer want to be considered for the Summer Student Program for the upcoming employment term (i.e. found other employment)?**

**A:** If you no longer want to be contacted regarding the Summer Student Program with us for the current summer term, you can withdraw from the competition by logging in to your online profile, click “My Jobs” tab, then click on “withdraw application”.

**Q: What about part-time employment?**

**A:** All Summer Student Program positions are full-time term with a defined start and end date. There may be opportunities for part-time employment, however these jobs are not considered to be part of the Summer Student Program.

**Q: Who do I contact if I have questions/concerns about the Summer Student Program employment or the application?**

**A:** You can contact SIGA’s Human Resource Planning Department at (306) 477-7528.