



2017/2018 CAREER PLACEMENT INFORMATION FORM

CANADA REVENUE AGENCY

Please read this page carefully and keep for your information.

PLACEMENT DETAILS:

Experiential Education (EE) and the Canada Revenue Agency are pleased to offer a five (5) week **job shadow** experience that will provide students with exposure to various professions in the government/finance field. No work tasks or projects will be completed during the placement – this is a job shadow learning experience only.

There are up to eight (8) student spaces available. Successful applicants will spend time each week meeting and interacting with professionals in the following department areas:

- Program Services
- Call Centre
- Audit
- Revenue Collections
- Legislative Policy & Regulatory Affairs
- Scientific Research & Experimental Development

For successful applications only: CRA security screening/clearance is required. Security clearance will involve presenting, in person, original documents including a valid passport, driver's licence, birth certificate as well as finger prints. The required screening will take place on campus on September 21 from 1:00 – 4:00pm.

Students are required to attend, in full, all scheduled placement times. The placement will take place on **Thursdays from 1:00 – 4:00pm** on the following dates: October 26, November 2, November 9, November 16, and November 23.

Students must submit a reflection paper and evaluation within two weeks after the final placement date. Further information, including an outline for the reflection will be provided.

TO APPLY:

Please follow the instructions listed on the application form (found here: <http://experiential-ed.mcmaster.ca/students/career-placements>) and submit your application electronically before the deadline of 4:00pm on September 13, 2017.

STATEMENT OF INTEREST INFORMATION:

All applications require a statement of interest. A statement of interest is different from a cover letter. This statement should focus on why/how this experience would be beneficial for you.

Consider the following questions when writing your statement:

- Why am I interested in this placement?
- What do I expect to learn from this placement?
- How will this placement be beneficial to me? my education? my career?
- How does this placement link to things I've already completed or am planning on doing? (e.g. volunteer placement, specific courses, graduate school, etc.)

The statement of interest should be typed, approximately one page in length (single spaced) and written in the first person.