



JOB SEARCH STRATEGIES

CAREER ASSESSMENT

Knowing your values, interests, qualifications, skills and availability will help you search for the job that suits you best:

Values & Interests: Knowing what you value in a career will help you find a fulfilling job.

Below is a possible list of career values:

- Variety and challenge
- Job title or professional status
- Job security
- Working conditions and/or schedule
- Working as part of a team or independently
- Salary, benefits and pension

Below is a list of questions to help you understand your interests:

- Which projects or accomplishments have been most fulfilling and why?
- What has been your favourite course or project to date and why?
- What has been your favourite internship or job? Extracurricular activity? Hobby?
- In previous jobs, what tasks or experiences did you like and dislike?

Skills & Qualifications: Knowing your skills and qualifications will help find a job you can enjoy and excel in.

Below is a list of ways to effectively communicate your skills and experience:

- Describe your skills in concise and distinct terms
- Refer to actual experiences to demonstrate your skill level
- Connect your skills to the needs of a prospective employer

Availability: Knowing your availability will help you find a job that compliments your lifestyle.

Questions to ask yourself regarding your availability:

- Do I have reliable transportation? If yes, how far can I commute and how long will it take?
- When am I available to work? Days, evenings, nights, weekends?
- Do I have any recurring commitments? If yes, when are they?
- Am I available to work part-time, full-time, seasonal, temporary?

RESEARCH AND EXPLORE CAREER OPTIONS

The next step in the job search process is to review the values, skills, and interests that you assessed and relate them to career options. Research labour markets, trends and career outcomes to give yourself an idea of the industry you are interested in.

It is also important to know the options you have within an industry; internships, cooperative education, part-time, summer employment and volunteering are great ways to explore career options.

To learn about the labour market checkout the provincial government's jobs and employment websites – also found on the St. Lawrence College Career Services webpage.

<https://stlawrencecollege.ca/career-services/>



PLAN AND CONDUCT A JOB SEARCH

Now that you know what kind of job is right for you, it is time to start looking. Listed below are some possible job search strategies:

Advertised job opportunities and online job boards: Job openings can be found on online job boards, employer websites or connecting sites such as LinkedIn, make sure to read the postings thoroughly.

Develop a contact network: Networking can open doors for you that may have otherwise been closed. Your network may include friends, family, classmates, colleagues, previous employers and instructors. Ask your network if they know of any opportunities or ask them to recommend you to people in your industry.

Contact employers directly: There are several ways that a job seeker can go about contacting a potential employer, including:

- Send a cover letter and resume to the Human Resources department.
- Contact managers in organizations that interest you to request an appointment to discuss possible employment opportunities or for an informational interview.
- Go to the company's website to see if they have any openings posted.

WHAT TO DO WHEN YOU HAVE FOUND THE RIGHT OPPORTUNITY

Now that you have finally found the perfect opportunity for you, it is time to apply for the job. The application process can take a while; these three steps will help walk you through the process:

1. **Customize your cover letter and resume to the job:** From the job description take the language used by the employers to customize your cover letter and resume to the job. Find what you can relate to in the job description and exemplify that in your application. Determine if a functional or chronological resume will best highlight your skills and experiences. Examples can be found on the St. Lawrence College Career Services webpage.
2. **Complete the application process:** Follow the exact instructions on the job posting; this could be completing an online application, emailing the hiring department manager or applying in-person.
3. **Set up an interview:** If your application is short-listed, the employer will contact you to set up an interview. Attend the interview well-groomed and dressed; having completed your research; with copies of your cover letter, resume and current references; prepared to answer all interview questions; and with a list of your own questions for the employer. Visit the St. Lawrence College Career Services webpage for further tips on interviews.

JOB SEARCH WEBSITES

St. Lawrence College Job Board
Monster
Workopolis
Indeed
Working in Canada
Glass Door

slc.totalhire.com/postings.php
www.monster.ca
www.workopolis.com/en/
<https://ca.indeed.com>
www.workingincanada.gc.ca
www.glassdoor.ca/index.htm

<https://stlawrencecollege.ca/career-services/>