



Job Search Checklist

GENERAL TIPS

- Create a list of people in your network.** These contacts include family, friends, extended community, and coworkers. Connect with these contacts and ask for job leads, information, advice or introductions to other professionals. Networking is key to finding a job at any stage of your career.
- Maintain a positive presence online.** Actively work to remove irrelevant and unwanted content. When employers conduct an online search, you want them to be impressed with what they find.
- Activate a LinkedIn account.** LinkedIn is a networking tool, based on the principle of social reciprocity, and a job search app. It's professionally focused and widely adopted in the business sector.
- Initiate career conversations with professionals.** Career conversations, sometimes referred to as informational interviews, are discussions with professionals in your target career field, role, or organization.

POTENTIAL RESOURCES

- Redeemer's Centre for Experiential Learning and Careers (CELC).** Connect with knowledgeable staff and access helpful resources on the Redeemer app.
- Organizations with Volunteer roles.** Volunteering with an organization that reflects your interests and future career goals will allow you to make connections, gain experience, and grow your network.
- Local employment centres** provide free services such as resume reviews, interview workshops, job-specific training opportunities and more. They also have specific knowledge about the local job market.
- Job fairs and networking events.** These are excellent opportunities to make meaningful connections with a large number of professionals at one time. Prior to an event, research who and what organizations will be attending.
- Recruitment companies hiring in your field of interest.** Recruiters have the inside scoop on jobs that may not even be advertised. Recruiters don't charge you a fee as they get paid by employers to fill positions.



ONLINE JOB SEARCH

Searching for jobs online may give you many opportunities to pursue, but may not yield high results. Online job postings can get hundreds of applications. Here are some tips to give yourself an advantage:

- Be resourceful.** Use variations of keywords in your search to obtain different results. For example, use search words like, “student,” “summer job,” “internship,” or “seasonal employment.”
- Target your application package.** Ensure that your cover letter and resume are tailored for EACH job application.
- Find a connection.** Do you know anyone that works at this company? Can they make an introduction for you when you apply? Use your network and LinkedIn to research potential connections.
- Stay positive.** Searching for jobs online requires perseverance. Stay motivated by setting weekly goals and tracking your job applications. Invite a career accountability partner to encourage you and assist you in staying focussed. Follow up on all opportunities.
- Job search from different locations.** Going to the library, coffee shop, or a friend’s house to do your job search can help you stay on task and motivated.