Job Search Checklist

☐ Visit **employment centres** (like CELC) in your local area. They provide free services like resume reviews, interview workshops, and training courses for WHMIS, Smart Serve, customer service etc. and have specific knowledge about the job market in the area.

☐ Create a professional **LinkedIn profile**. Clean up your social media accounts and online presence. Employers will ‘Google’ you and do some research.

☐ Create a list of names and email/phone numbers of your **current network** (family, friends, family friends, colleagues). Contact this list to let them know what you are looking for in a career opportunity and ask if they have any connections or know of any opportunities. Networking is key to finding a job today!

☐ Attend local **job fairs** and networking events for young professionals and those that focus on your field of interest. Be sure to bring along a business or networking card with you and collect cards from others that you make meaningful connections with. Do research ahead of the event to find out who/what organizations will be attending.

☐ **Online Job Search:**

This method may give you many opportunities to pursue, but may not yield high results. Jobs posted online can get hundreds or thousands of applications because there is very little risk involved (you can apply in your pajamas!). Give yourself an advantage by:

- When you are searching for job opportunities online, be resourceful in using variations of keywords in your search to obtain different results, i.e. “student”, “summer”, or “seasonal.”
- Ensure that your cover letter and resume are tailored for EACH job you apply for online.
- Find a connection: Do you know anyone that works at this company? Can they do an introduction for you when you apply? Use your network and LinkedIn to research any possible connections.
- Stay positive: Searching for jobs online can be exhausting. Stay motivated by setting weekly goals and keeping track of the jobs you apply for. Follow up on any opportunities that you are able to.
- Get up, get dressed and go out to a different location than your home to apply for jobs – library, coffee shop, friend’s house etc. This will help you focus as you apply to various positions.

☐ Another avenue to breaking in to the job market is to find a **recruitment company** that hires people 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 to fill positions that come to them.

☐ Arrange **informational interviews** with professionals employed in the field of interest you are pursuing.

☐ **Volunteer** for an organization that is related to your interests and future career goals. This will allow you to make connections, gain experience and grow your network.