TAKE YOUR

Career Action and You

uwaterloo.ca/career-action



Facilitator

Elisabeth Adrian
Career Advisor
emadrian@uwaterloo.ca
519-888-4567 ext. 32590

Centre for Career Action

We work with:

» Regular & co-op; undergrad & graduate; all levels

On:

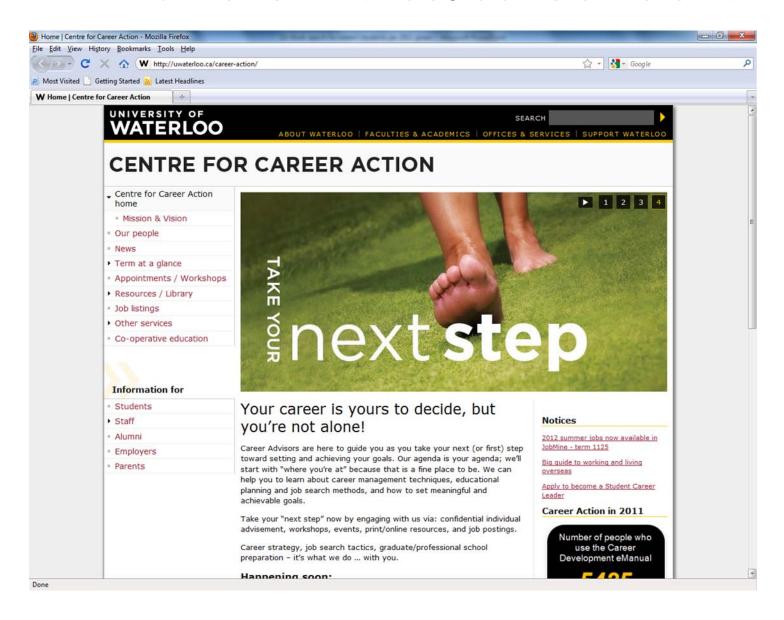
- » Job search tactics (e.g. résumé, interview, networking)
- » Career strategy (e.g. career exploration)
- » Grad school prep (e.g. application review, admission interview practise)

Through:

» Individual advisement (full-length appointment or drop in), workshops, events, print & online resources (e.g. Career Development eManual), job postings

uwaterloo.ca/career-action/

www.uwaterloo.ca/career-action



Career Choice

- » The Career Development eManual
- » Online & interactive
- » Step-by-step guide
- » Topics include: self assessment, résumé/letter writing, work search, interview skills, success on the job, thinking about grad/professional studies
- » Visit cdm.uwaterloo.ca

Career Choice

- » At uwaterloo.ca/career-action
- » Career Cruising
- » Type Focus
- » Choices Planner
- » Appointment link for confidential, individual meetings with professional career advisor

Workshops

- » Career Exploration and Decision Making
- » Career Interest Assessment
- » Exploring Your Personality Type
- » Graduate/professional studies
- » Work Search Strategies
- » Interview Skills
- » Business Etiquette and Professionalism
- » Networking 101
- » Are You Thinking About an International Experience?
- » More—offerings change each term
- » Register at uwaterloo.ca/career-action

Workshops for Graduate Students

- » Careers 601
- » So you want to be an academic
- » Preparing for difficult conversations with your supervisor
- » Teaching philosophy statement
- » Writing CVs and cover letters
- » Academic interview
- » Interview skills for academic positions
- » Successfully negotiating academic job offers



Workshops cont'd (also check general listing)

- » Careers beyond academia
- » MITACS workshops: presentation skills and project management
- » How to start your own business
- » Non-academic work search and networking

Individual Advising

- » Career exploration and decision making
- » Résumé or CV, and letter critique
- »Work search
- » Mock interviews for jobs or graduate/ professional schools
- » Grad/professional school applications
- »Book at uwaterloo.ca/career-action

The Big Events

- » Career Fair (Sept 26, 2012)
- » Volunteer/Internship Fair (Sept 19, 2012 & Jan 2013)
- » uW Graduate Studies Fair (Sept 18, 2012)
- » Professional & Post-degree Days (Oct 17 and 18, 2012)
- » Faculty of Education Talks (Oct)
- » Job Fair (Feb 6, 2013)
- » Find details at waterloo.ca/career-action

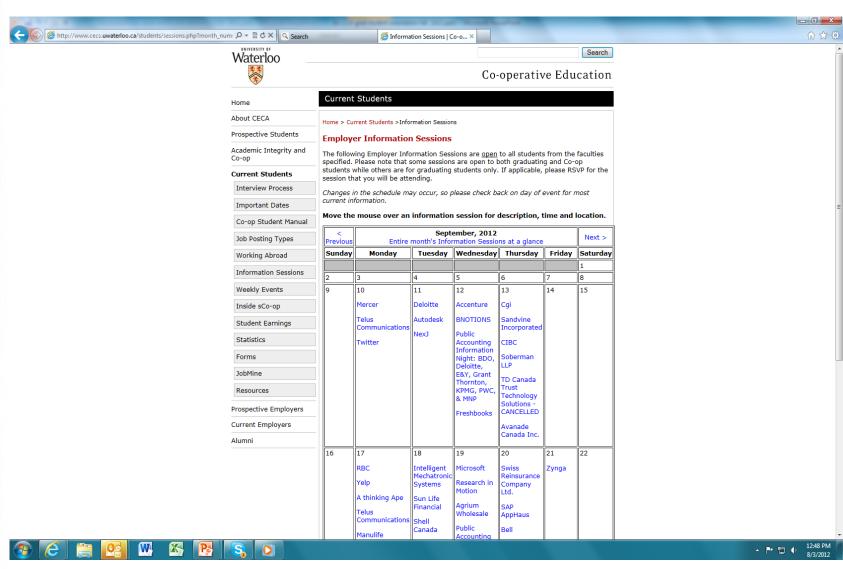


Jobs for Everyone

- » Co-op
- » Summer
- » Part-time
- » Volunteer/Internships
- » Full time / Contract
- » Alumni
- » Visit jobmine.uwaterloo.ca

ATERLOO | CENTRE FOR CAREER ACTION

Employer Info sessions



Resources

Print, video and computer-based resources:

- »Career Planning occupational descriptions, work search materials, volunteer resources, entrepreneurial information
- »Education Canadian university and college calendars, subject and geographic-specific directories, professional test applications
- »Employment Directories, videos, CDs
- »Work/Study Abroad programs, guides
- »Visit the Tatham Centre and uwaterloo.ca/career-action

The Big Guide to Living and Working Overseas (my world abroad)

- » www.workingoverseas.com/uwaterloo/
- » Create a free account
- » Enhance your international skill set
- » Search for international internships and jobs
- » Check out directories of international organizations
- » Learn about international occupations
- » Enjoy the "World Online" facts, ideas, pictures, inspiring adventures, music and art



Waterloo Business Cards

- » Many students have taken advantage of personalized cards that can be used as "calling" or "business" cards when meeting potential employers either through the co-op interview process or their own job search. A supply of 45 cards (picked up on campus) costs \$5.00 (tax included).
- » How to order
- » Place your order online through the <u>Business Card Order Form</u>.
- Payment must be made in advance by WatCard only at the Information Centre, Ground Level, TC. Or, for your convenience, you can email a scanned copy of your WatCard to ceca@uwaterloo.ca to have the cost of the business cards charged to your WatCard.
- » If you are off campus, you can have the cards mailed to you for \$7.00 (\$5.00 for the cards, \$2.00 for mailing, tax included). Place your order online, then contact the Information Centre by email: ceca@uwaterloo.ca. Please include your full name, address, and attach a scanned copy of your WatCard
- » Only pre-paid orders will be processed for printing

Waterloo Business Cards

- » Business Card Order and Pick-up Dates
- » Order and pay by or before 4:00 p.m. Sept. 13; pick up after 1:00 p.m. Sept. 20
- » Order and pay by or before 4:00 p.m. Oct. 4; pick up after 1:00 p.m. Oct. 11
- » Order and pay by or before 4:00 p.m. Oct. 25; pick up after 1:00 p.m. Nov. 1
- » Order and pay by or before 4:00 p.m. Nov. 15; pick up after 1:00 p.m. Nov. 22
- » Completed orders will be available for pick up on or after the dates listed above from the Information Centre, Ground Level TC.

LinkedIn

- » Build a professional profile
- » Develop summary statement
- » Identify and use key words
- » Ask for recommendations
- » Support others
- » Network network- network
 - » online as well as in person!



Questions?



Tatham Centre (TC) 1214 uwaterloo.ca/career-action

Email: careers@uwaterloo.ca

519-888-4047 or x 84047



Facilitator

Elisabeth Adrian
Career Advisor
emadrian@uwaterloo.ca
519-888-4567 ext. 32590

TAKE YOUR

Career Action and You

uwaterloo.ca/career-action