

HOW TO FIND A JOB



UNIVERSITY OF
WATERLOO

Centre for Career
Development



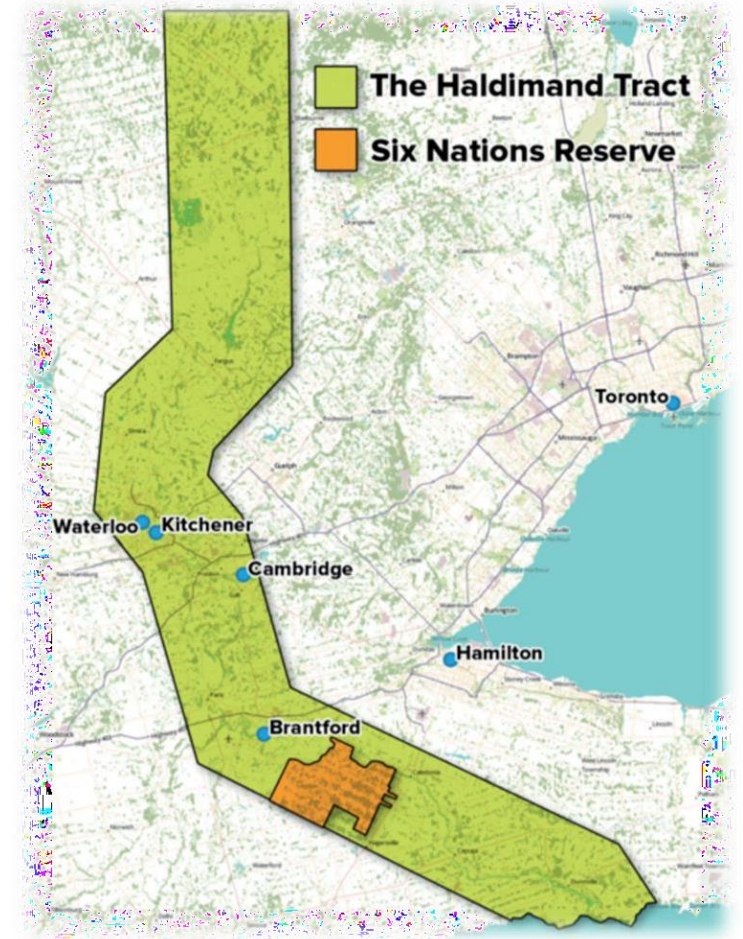
Whose land are we on?

The University of Waterloo acknowledges that we live and work on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Our main campus is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. Our work toward reconciliation takes place across our campuses through research, learning, teaching, and community building, and is centralized within the Office of Indigenous Relations.

Local Community: Bangishimo Johnston @bangishimo, Amy Smoke @amysmoke, O:se Kenhionhata:tie – Land Back Camp, @ose.kenhionhatatie, Willow River Centre

Learning: Office of Indigenous Relations <https://uwaterloo.ca/indigenous/>

- Allyship and General Knowledge Building
- Residential School System
- Resources on Treaties
- Book Lists



UNIVERSITY OF
WATERLOO

Centre for Career
Development

Housekeeping: co-creating a safe(r) space

- Participate in the way that feels most comfortable for you!
- Please use the chat or raise your virtual hand to ask questions during presentation time.
 - Feel free to send me a direct message if you have a question or comment you would like to share anonymously
- Ask questions whenever! We'll also dedicate time at the end for Q&A
- If having tech issues, we'll do our best to troubleshoot
- Take what works for you, leave what doesn't.



Work Search – 5 Steps:



**Know yourself
& your goals**



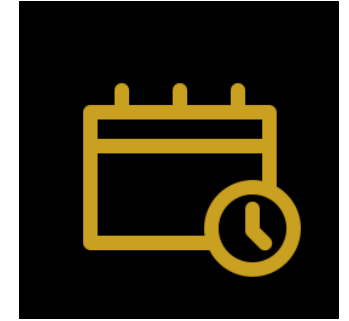
**Do your
research**



**Prepare your
applications**



**Prepare to
network**



**Track your
progress**



UNIVERSITY OF
WATERLOO

Centre for Career
Development

Step 1: Know Yourself + Your Goals

Take time to reflect.....

Questions to consider:

- What is my work search goal?
- What am I looking for in a job?
- How do my values, personality, skills, etc., align with the opportunities I'm pursuing?
- Where do I see myself in 5 years?...or, *next* year?



UNIVERSITY OF
WATERLOO

Centre for Career
Development

Start with Self-Reflection

There's no right or wrong way to practice reflection:

- Journalling (e.g., freeform, structured questions/prompts)
- Spreadsheets (e.g., tracking interests, skills, experiences, likes/dislikes, etc.)
- Quiet reflection (e.g., seated, walking, doing chores, exercise)
- Conversations with people you trust (friends, family, classmates, coworkers, etc.)
- Reading articles/books on career development
- Attending appointments/workshops – like this one!

What works for you? What questions are you asking? How are you reflecting? Does one method work, or do you need to mix it up? Does reflecting feel meaningful?

What does this mean for my job search?



Stronger application documents



More persuasive interviews



Provides direction and tangible work search identifiers (e.g., using skill and interest keywords to search for and narrow down job postings)



Boosts feeling of confidence in the job search and during your work term!



UNIVERSITY OF
WATERLOO

Centre for Career
Development


Step 2: Research



- Research which companies are hiring within your field or related to your field
- Message previous connections to learn about their workplace
- Stay up to date: Scan the news, LinkedIn, join online groups, check job boards and social media daily
- Inquire into government funding and grants if you are eligible



How Do I Research Who Is Hiring?

 Government of Canada / Gouvernement du Canada Français

Job Bank

[Job search](#) [Career planning](#) [Labour market information](#) [Hiring](#) [Help](#) [About](#) [Sign in](#)

Your career starts here

Search **162,485** job postings in Canada

WHAT: WHERE:

Sort by: ☒ Best match ☐ Date posted ☐ Last 30 days

Search jobs for: ☐ Part time ☐ Remote ☐ IT ☐ Student ☐ LMIA

[Advanced](#) [Browse](#) [Search](#)

Featured: Discover the five key steps you should consider when planning your career

www.jobbank.gc.ca



UNIVERSITY OF
WATERLOO

Centre for Career
Development

Search Institution/Company Websites

Google

sickkids research student

Images

News

Videos

Shopping


Books

Maps

Flights

Finance

About 530,000 results (0.32 seconds)



SickKids

https://www.sickkids.ca › research-training-centre › su...

SickKids Summer Research (SSuRe) Program


The SickKids Summer Research (SSuRe) Program provides professional and career development opportunities for undergraduate students who are working on a research ...

< Temerty Faculty of Medicine

Student Mental Health Resources

Handbook, Module Info & Forms

Find a Prof



Medical Biophysics

UNIVERSITY OF TORONTO

About

Research


Summer Student Program

Graduate Studies


Current Students

2023 Medical Biophysics

VIRTUAL OPEN HOUSE



Sun Life Careers



Q Search for jobs or keywords

Search

Location


Time Type

Country


More

18 JOBS FOUND

Student, Telephony Analyst (Fall 2024 & Winter 2025)



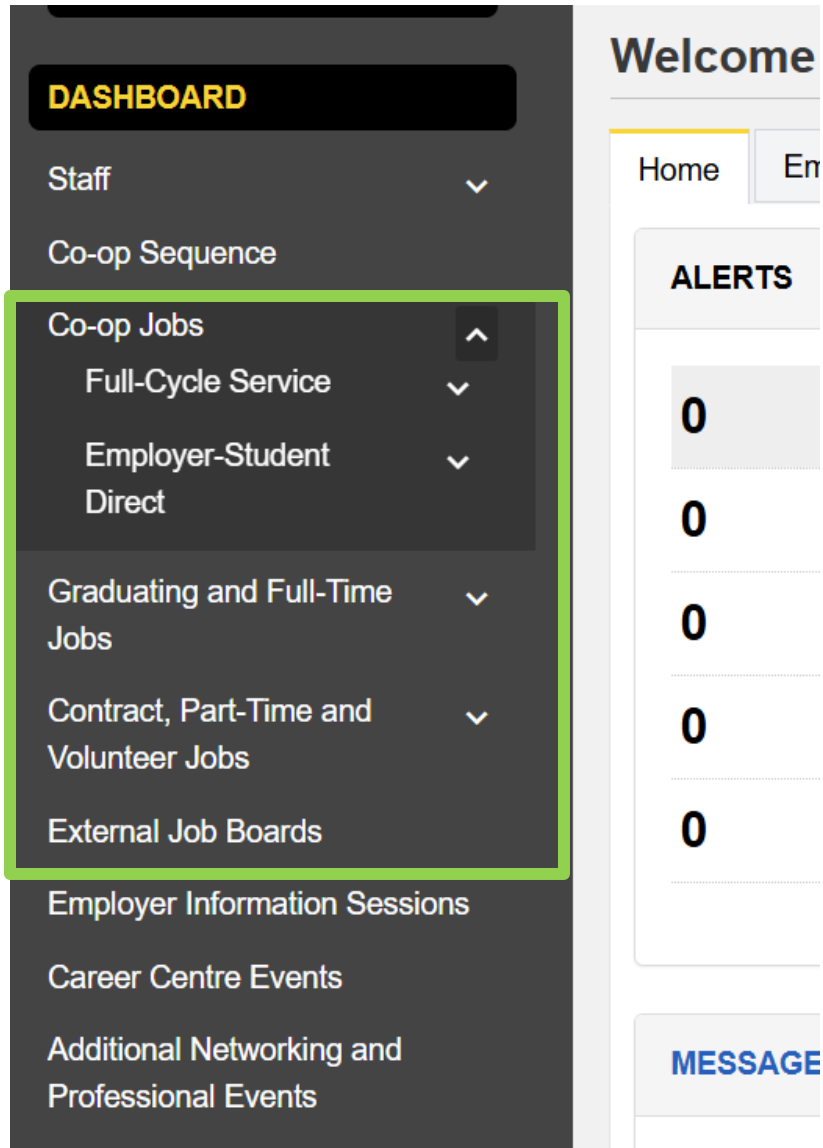
Waterloo, Ontario



Posted Today

JR00096083

Search on WaterlooWorks



Various job boards to explore:

- Co-op Jobs
 - Full-Cycle Service
 - Employer-Student Direct
- Graduating and Full-Time Jobs
- Contract, Part-Time and Volunteer Jobs
- External Job Boards – search outside of WaterlooWorks (Great for AOJ's)



UNIVERSITY OF
WATERLOO

Centre for Career
Development

SEARCH TIPS ON WATERLOOWORKS

Experiment with your search criteria:

- Job titles (e.g., policy analyst)
- Job categories (e.g., finance)
- Location (e.g., region, province)
- Skills you want to use on the job (e.g., CSS, research, teamwork)

Advanced search:

- Multiple keywords or regions
- Employment location arrangement (in-person, remote or hybrid)
- “Job posting information” – select one or more National Occupational Classification (NOC) codes, Canada’s system for categorizing occupations (<https://noc.esdc.gc.ca/>)

Step 3: Prepare Your Applications

Draw connections between what employers want and what you have.

What employer wants	Evidence I have it
Time management	Effectively balanced role as high school club president with 4 courses; maintained top 2% academic standing.
Verbal communication	Prepared and delivered 15-minute presentation to a panel of judges; received feedback that ideas were clearly communicated and convincing.
Microsoft Excel	Created functional Excel spreadsheet to track club meetings; increased efficiency of scheduling process.

WRITING EXPERIENCE BULLET POINTS

- **WHAT—HOW—WHY**
- **Paint a picture with words** (help the employer envision you doing those jobs).

WHAT you did	HOW you did it	WHY it's important
<ul style="list-style-type: none">• Action or achievement verb (e.g., arranged, updated, prepared)	<ul style="list-style-type: none">• Tool (e.g., programming language)• Approach/methodology• Adverb (e.g., effectively, accurately)• Role (e.g., member, treasurer)	<ul style="list-style-type: none">• Result or accomplishment• Outcome• Impact• Quantify where possible



Pro Tip: “Smart Tailor” Your Resume!



Tailoring takes time! Work smarter, not harder.



Consider creating a “master resume”, which includes ALL of your experiences in one document

You might also consider writing different versions of the same bullet point for a specific experience, to speak to different skills

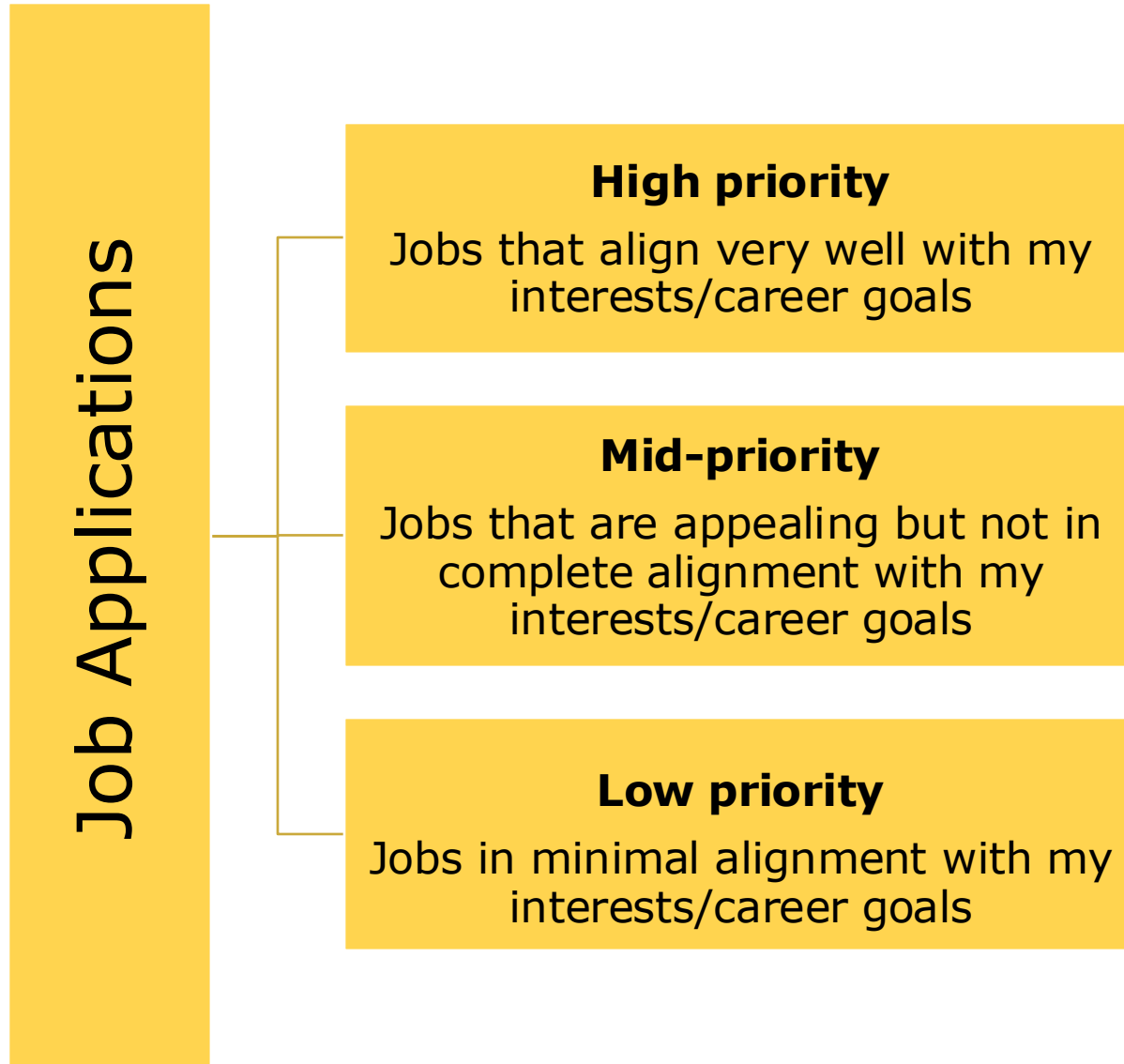


Consider creating a “master summary of qualifications”, and pick and choose which bullet points to include and which order to put them in depending on the opportunity you’re applying to



Consider creating multiple versions of your resume if applying to different job types/jobs in different fields or industries

What about cover letters?: Prioritizing job applications



- When should I submit a cover letter?
- Is it OK to submit a generic cover letter?

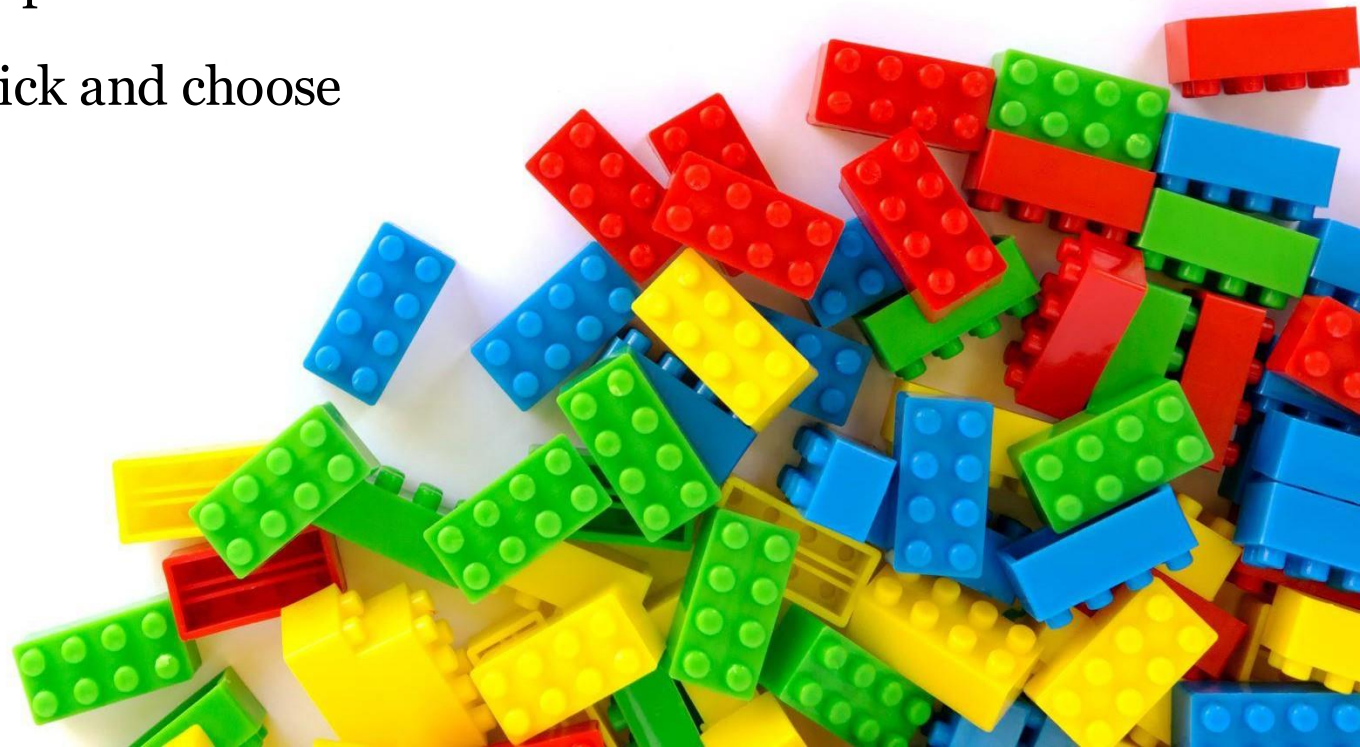


More smart tailoring

Don't write every cover letter from scratch!

Try out the ***Lego*** approach:

- Paragraphs = building blocks
- Swap out the opening and closing paragraphs
- Prepare multiple middle paragraphs to pick and choose from



Reminder: Show, Don't Tell!

Telling

“I am able to work effectively as part of a team.”

Showing - The STAR Approach:

Situation	In my mechanical engineering class this year
Task	I was required to collaborate with my peers on building a functional robot.
Action	As team lead, I leveraged my project management skills to delegate tasks as well as my communication skills to resolve inter-personal conflicts.
Result	We received top marks and our prototype will be used as an example for future classes.



Step 4: Prepare to network

Why is networking an effective job search strategy?

- Helps you learn more about your field
- Connects you to important people in your field
- Helps with your own decision-making process
- Helps to articulate your personal story
- Strengthens your reputation with potential employers
- **Unlocks the hidden job market**



UNIVERSITY OF
WATERLOO

Centre for Career
Development

How job seekers prefer to job search

Apply to job ads or send in résumé
unsolicited

Seek referrals from friends
and colleagues

**Develop
relationships
with target employers**

Hire via
job ad or
résumé

Hire someone referred
by trusted colleague,
friend or agency

**Hire someone whose
Work they have already seen**



How hiring managers prefer to hire

(Adapted from Bolles, “What Color is Your Parachute,” 2011)



UNIVERSITY OF
WATERLOO

Centre for Career
Development

NETWORKING PREP TIPS

Determine your audience

- Who do you already know? Who would you like to know?

Know your conversation options

- Will you be reaching out in person, phone, online (e.g., LinkedIn)? Informational interviews – more on these soon

Prepare your tools

- Are your résumés/CVs, networking emails, online profiles, and portfolios up-to-date?

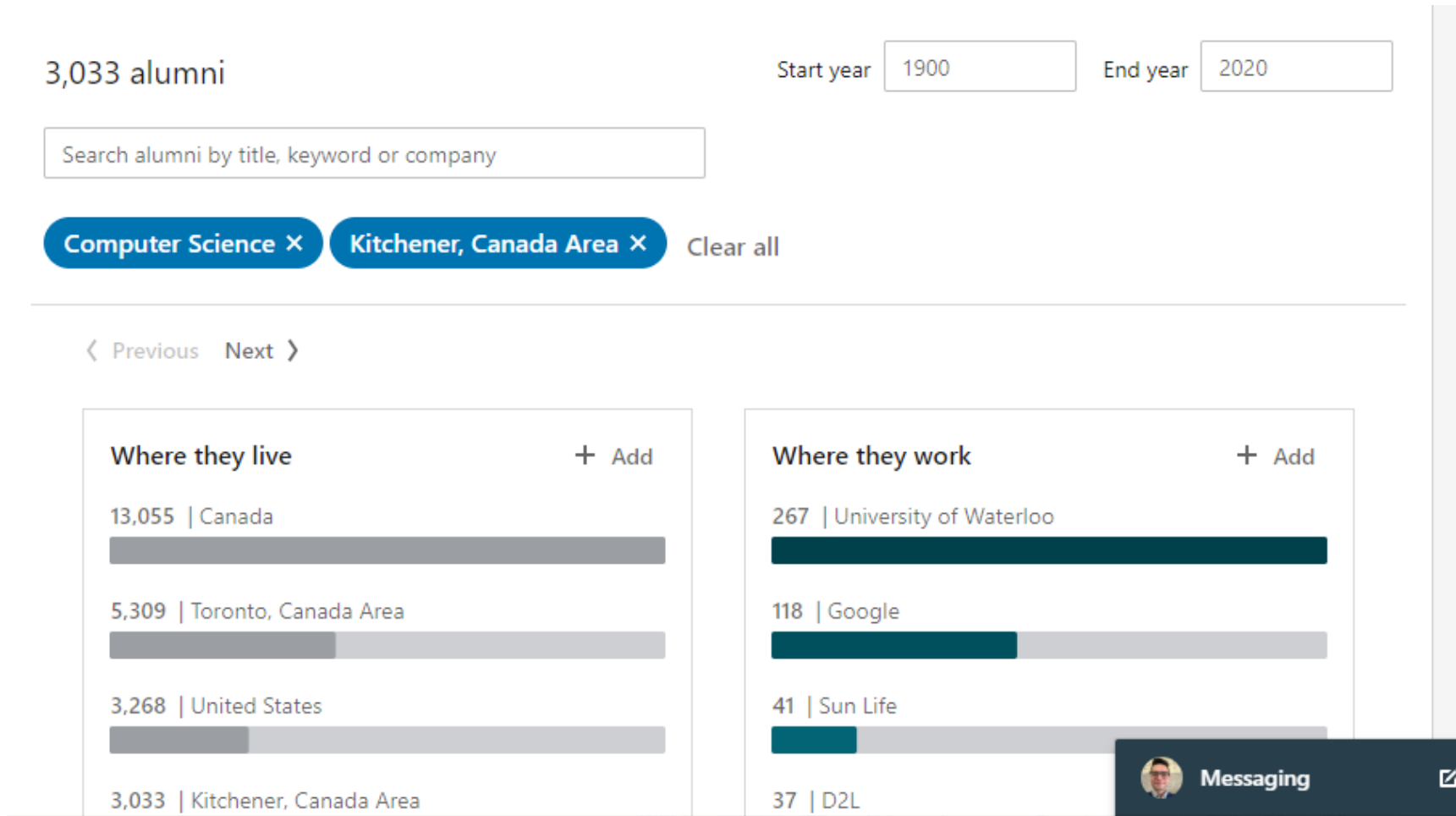
Develop your goals for the conversation

- What are you hoping to gain from this conversation?

Prepare specific questions

- What do you want to know? What are you curious about?

LinkedIn Alumni Search



Keri Twigg, "How to write to people you don't know (but want to) on LinkedIn"



UNIVERSITY OF
WATERLOO

Centre for Career
Development

Informational Interviews



What To Ask In An Informational Interview

- career/educational background
- day-to-day job
- recommendations/advice for you
- possible opportunities (volunteer, part-time, full-time) if the opportunity arises
- “Is there anyone else you’d recommend that I talk to?”



Take the 5 Contact Challenge

Prepare to Network	<i>Write down the names of three-five people that you know who might be helpful to speak with</i>
--------------------	---

Get insight

“What advice do you have for me?”

Gain new contacts

“Do you know anyone that I would benefit from connecting with?”



UNIVERSITY OF
WATERLOO

Centre for Career
Development

Step 5: Track your progress

- **Create a database to track your progress + stay organized**
 - Select a tracking system (e.g. Excel, Notion, even a checklist)
 - Record details you find important!
 - Decide how you will organize your contacts
 - Update after every interaction + follow up!
- **Create a work schedule with clear goals and deadlines**
- **Stay connected with people you've spoken to**



What's Your Work Search Approach?

Specificity:

Lower
application
count with
highly
tailored
documents

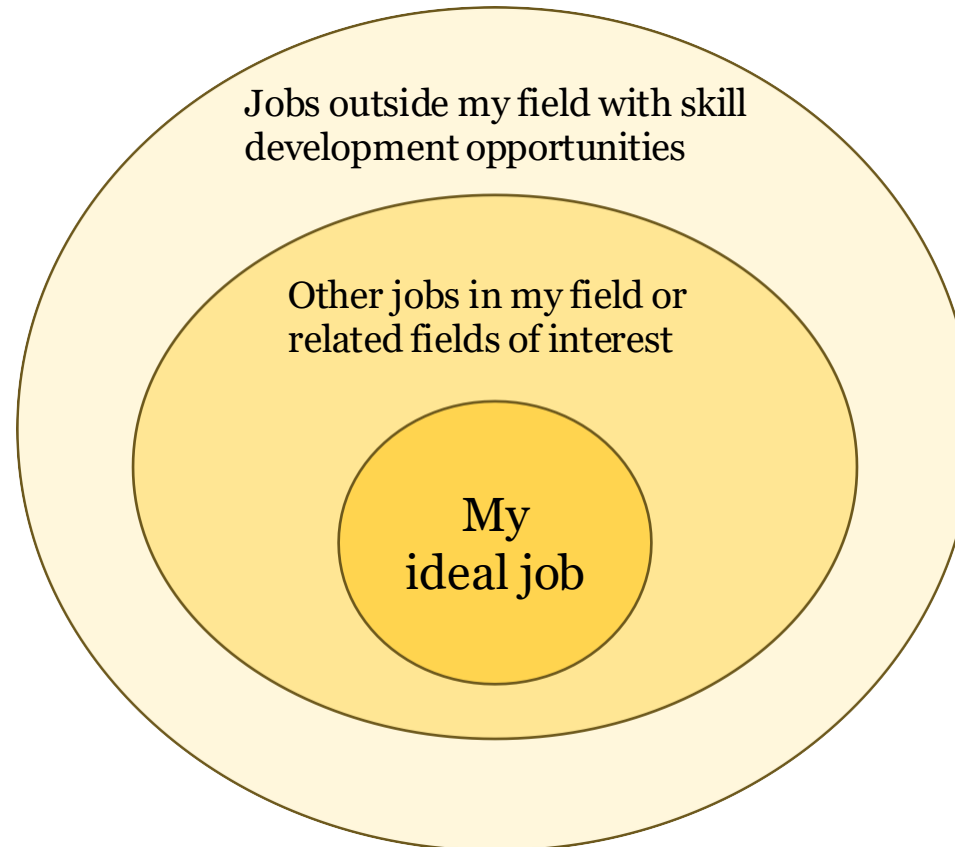
“Smart” tailoring →

Volume:

Higher
application
count with a
default
application
package

How are you working on your work search?

- Job boards
- Networking/career conversations
- Reading and research
- Attending career appointments/workshops



How far are you
willing to expand
your search?

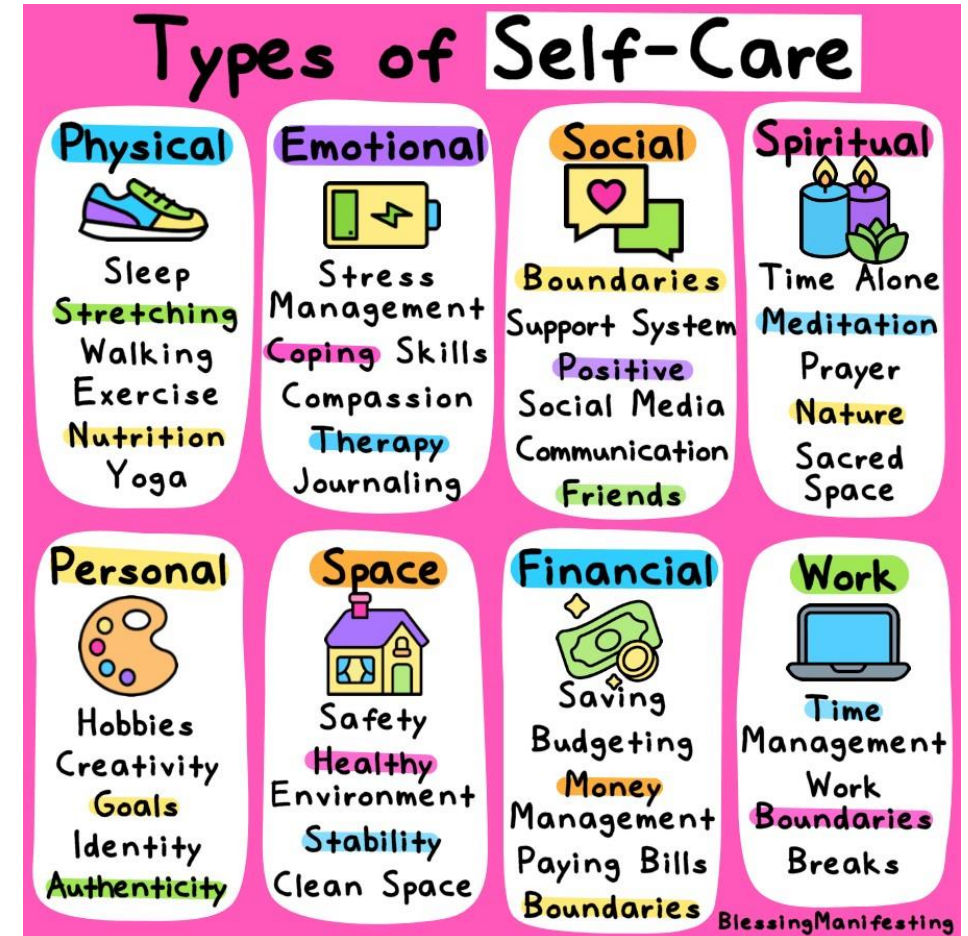


UNIVERSITY OF
WATERLOO

Centre for Career
Development

Take care of yourself

- The world of work presents us with changes and challenges to navigate, and job searching can be stressful and taxing!
- Tracking your progress, setting schedules and goals, and switching up your work search strategies can help manage your energy
- Practice self-care throughout the job search – whatever that means to you
- Stay connected to people you trust for support, and consider visiting us at CCD!



The Self-Love Rainbow



UNIVERSITY OF
WATERLOO

Centre for Career
Development

SUPPORT AT THE CENTRE FOR CAREER DEVELOPMENT AND BEYOND

- Attend an appointment in WaterlooWorks for support with your resume, cover letter, interview skills, career exploration and more
- Attend a workshop on a variety of co-op and career related topics
- Review virtual content on CareerHub
- Day-of interview concerns? Call 519-888-4026
- Mental health support available through counselling services, Here 24/7 or EmpowerMe for multilingual support

UNIVERSITY OF
WATERLOO



**Centre for Career
Development**

Questions?