

# INFORMATION SESSION FOR GRADUATING STUDENTS

Anupama Aery  
Career Advisor  
Centre for Career Development



UNIVERSITY OF  
**WATERLOO**

Centre for Career  
Development



# WHOSE LAND ARE WE ON?

The University of Waterloo acknowledges that much of our work takes place 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 active work toward reconciliation takes place across our campuses through research, learning, teaching, and community building, and is centralized within the Office of Indigenous Relations.

## [Office of Indigenous Relations](#)

Curious about the land that *you* are on? Visit <https://native-land.ca/>



# About Me

- Worked in different industries primarily within education, research and community engagement.
- Studied Arts/Social Sciences.
- South Asian cis-woman and a child of immigrants.
- I wanted to share a bit about my social location since it impacts our perspectives and experiences in the world.
- Love to travel and learn languages.



# CCD SERVICES



Here for all students!

**Regular**

**Co-op**

**Undergraduate**

**Graduate**

**Alumni**

**Employees**



Job Search Prep

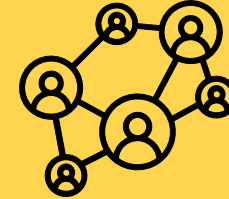
**Résumé**

**Cover Letter**

**Interview Prep**

**Career Exploration**

**Grad School Prep**



Variety of Supports

**Individual**

**Appointments**

**Drop-ins**

**Co-op Consults**

**Workshops**

**Online Resources**

# CCD APPOINTMENTS

Booked in advance | **1-on-1 sessions** | Offered in person, over the phone, or via webcam

Searching for a Job?	Interested in career planning?	In graduate school?
<p>Appointment options:</p> <ul style="list-style-type: none"><li>• Resume Review</li><li>• Cover Letter</li><li>• Mock Interview</li><li>• Work Search</li></ul>	<ul style="list-style-type: none"><li>• Book a <b>Career Consult</b> to start the conversation.</li><li>• From there you will work with an advisor to explore:<ul style="list-style-type: none"><li>• self-assessments</li><li>• career decisions</li><li>• making a toolkit</li><li>• occupational research</li></ul></li></ul>	<p>Appointment options:</p> <ul style="list-style-type: none"><li>• CV (curriculum vitae)<ul style="list-style-type: none"><li>• for education and/or research positions</li></ul></li><li>• Résumé</li><li>• Letters</li><li>• Mock interview</li><li>• Work search</li></ul>

\*Alumni receive **3 complimentary 1-hour** appointments after graduating; \$40/appt thereafter

 **Book online to attend:** [www.waterlooworks.uwaterloo.ca](http://www.waterlooworks.uwaterloo.ca)

# ALUMNI CAREER ADVISING

- Alumni Career Advisors are available virtually for individual appointments.
- As an alumni, your **first 3** appointments are free (3 hours of appointments).
  - This could be a Further Education appointment, Career Planning, Resume or Cover Letter Review, Mock Interview or Work Search appointment.
  - Each appointment is an hour in length.
- Additional appointments will cost \$40 per hour.
- Book an appointment using the instructions on the CCD website's [Alumni page](#)
- To find out more about online learning options, networking events and other alumni resources, check out the [Career Development](#) page for alumni!

# FURTHER EDUCATION APPOINTMENTS

Applying to graduate or professional school? There's an option for you!

Book an appointment with a Further Education Career Advisor for support on:

- Decision-making about your further education plans
- Discussing how to become competitive for a specific program (e.g., grades, or admission tests)
- Advice on your application documents (e.g., personal statements or CVs)
- Supporting your interview preparation for professional programs

To request further education support, visit this website: [https://uwaterloo.ca1.qualtrics.com/jfe/form/SV\\_28Zsd5MkbYE\\_L4iN](https://uwaterloo.ca1.qualtrics.com/jfe/form/SV_28Zsd5MkbYE_L4iN)

# SAME-DAY VIRTUAL DROP-INS (20 Minute Sessions)

## Drop-in Schedule for Winter 2025 – 1-on-1 Sessions with Student Career Leaders

**Résumé, cover letter, interview**  
Masters and undergraduate students

**Career Consults**  
Master's and undergraduate students

**Work Search drop-ins**  
Master's and undergraduate students

### **Online:**

Monday to Friday ET

- January 13 – 31 from 12 – 6 p.m. ET
- February 3 – 28 from 12 – 1 p.m. & 5 – 6 p.m. ET

### **In-person:**

Mondays in **DC (Davis Centre Library)**

- January 13 to February 24 from 5 – 7 p.m.

See [\*How to Book an Appointment\*](#) for details, [live chat](#) between 8:30 a.m. and 4:30 p.m., Monday to Friday, or contact [careers@uwaterloo.ca](mailto:careers@uwaterloo.ca) for further support.



**Book on Waterloo Works to attend:** [www.waterlooworks.uwaterloo.ca](http://www.waterlooworks.uwaterloo.ca)

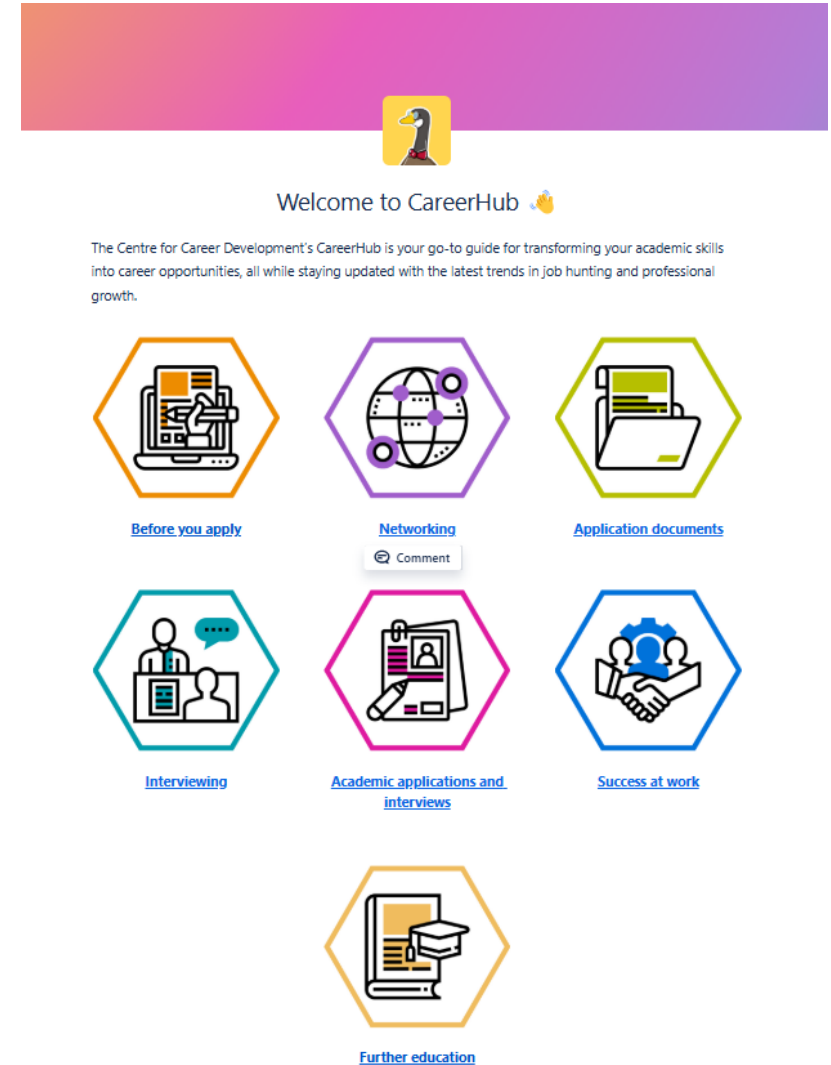




# CAREERHUB - [careerhub.uwaterloo.ca](https://careerhub.uwaterloo.ca)

Log in with your WATIAM credentials

- 24/7 access to career resources made specifically for University of Waterloo students
- Résumé and cover letter guidelines and tips
- Common interview questions and interview supports
- Advice on what questions to ask an employer during interviews
- Tips for searching for work both inside Canada and internationally
- Considerations for further education



The screenshot shows the CareerHub website interface. At the top, there is a purple and pink gradient header with a small penguin icon. Below the header, the text "Welcome to CareerHub" is displayed. A paragraph of introductory text follows: "The Centre for Career Development's CareerHub is your go-to guide for transforming your academic skills into career opportunities, all while staying updated with the latest trends in job hunting and professional growth." Below this text, there are seven hexagonal icons arranged in two rows. The first row contains three icons: "Before you apply" (laptop and magnifying glass), "Networking" (globe with nodes), and "Application documents" (folder with document). The second row contains three icons: "Interviewing" (two people talking), "Academic applications and interviews" (document with pencil), and "Success at work" (two people shaking hands). A "Comment" button is located between the "Networking" and "Academic applications and interviews" icons. Below the second row, there is a fourth icon: "Further education" (book with graduation cap).



# CCD EVENTS & WORKSHOPS

- Resume Tips: Thinking Like an Employer
- How to Make Cover Letters Less Painful
- Preparing for the P4E Job Fair
- Preparing for Interviews
- Digging into LinkedIn
- Workshops are unlimited - even for alumni!

Access Different Account ▾

Add an Event ▾  
 Pending Approval(1)  
 Search Events  
 Search Registrations

Dashboard  
 Staff ▾  
 Co-op Sequence  
 Co-op Jobs ▾  
 Graduating and Full-Time Jobs ▾  
 Contract, Part-Time and Volunteer Jobs ▾  
 External Job Boards  
 Employer Information Sessions  
**CAREER CENTRE EVENTS**  
 Additional Networking & Professional Events  
 Appointments ▾  
 Help  
 Logout

January 2025

6	7	8	9	10
	3p Help: How Do I Co-op? (Undergraduate) 4p How to Find a Job	12p Résumé tips: Thinking like an employer 3p Help: How Do I Co-op? (Graduate)		
13	14	15	16	17
	11a How to Make Cover Letters Less Painful 11:30a Information session for graduating students	4p Information session for graduating students 6p EDGE Info Session		
20	21	22	23	24
	3p Preparing for Interviews	10a Academic CVs 4p Preparing for the P4E Job Fair	12p Preparing for the P4E Job Fair	11a MMI simulation
27	28	29	30	31
		10a Academic Interviews	12p Digging into LinkedIn	

 **Book online to attend:** [www.waterlooworks.uwaterloo.ca](http://www.waterlooworks.uwaterloo.ca)

INFORMATION SESSION FOR GRADUATING STUDENTS



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# EVENTS - P4E Job Fairs

## Winter Job Fair: January 29th, 2025

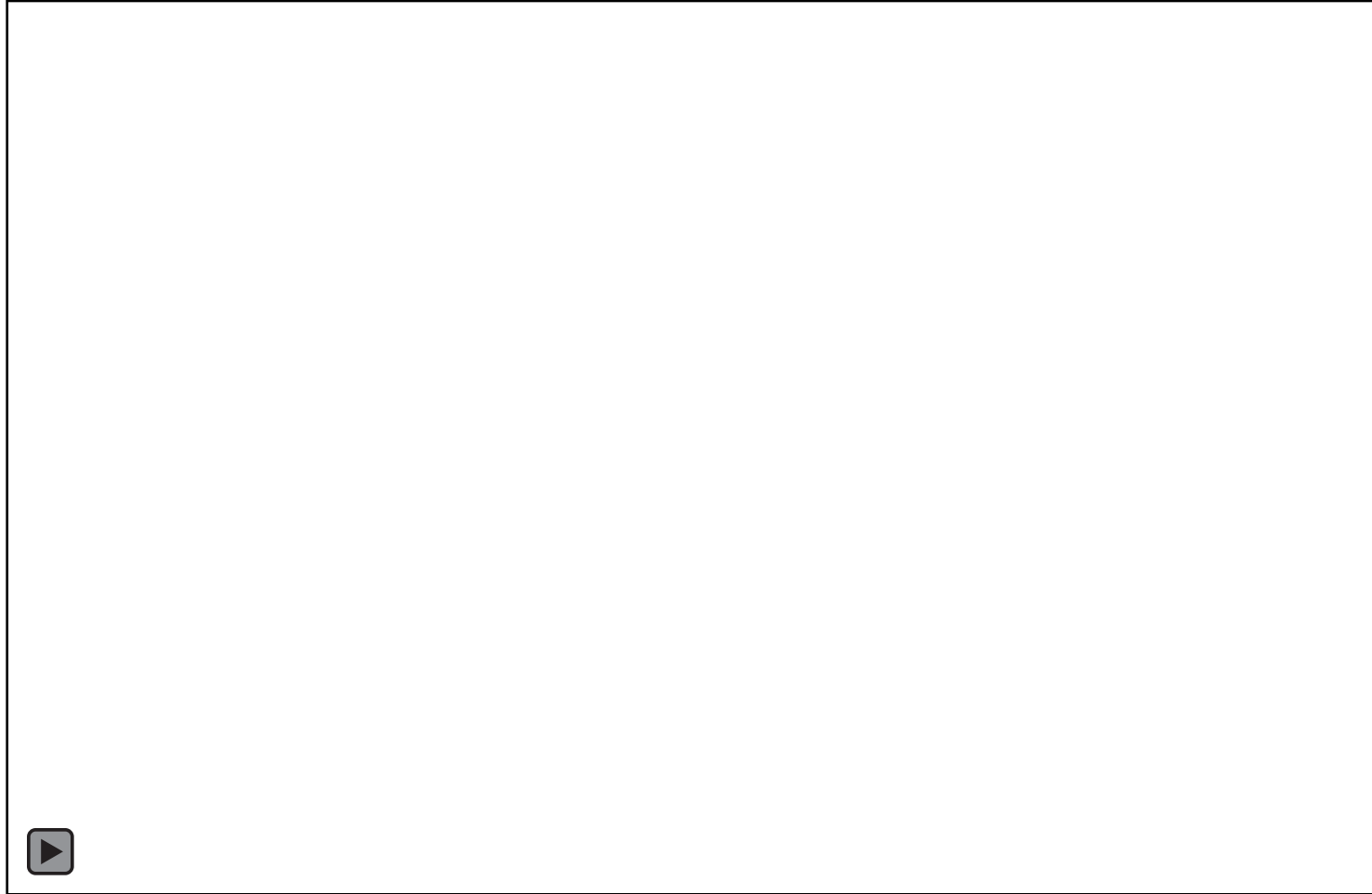
- **No registration needed, bring your WAT card**
- Timing: January/February & September
- Largest of its kind in the country
- Great opportunity to create meaningful connections with employers
- UW students & alumni can attend
- List of registered employers available
- Excellent networking preparation tips

For more information about P4E visit their website:

<https://www.partners4employment.ca/home.htm>



# Which Organizations will be at P4E?



# P4E - Partnerships for Employment



**P4E JOBFAIR**  
LARGEST OF ITS KIND IN THE COUNTRY

## Winter Job Fair 2025

**Date:** January 29, 2025

**Time:** 10:00 a.m. to 3:00 p.m.

**Where:** Bingemans Conference Centre, 425 Bingemans Centre Drive, Kitchener, ON N2B 3X7

- Students and alumni can find full-time work and co-op opportunities
- Great place to learn more about:
  - Job requirements
  - Salary expectations
  - Industry trends and growth
  - Career options

# Employer Information Sessions

- Recruiting event hosted by employers looking to hire Waterloo students
- Learn information about their company, hiring process and the roles available
- Great place to network and build connections
- When: Ongoing (More at the start of terms)
- Register via WaterlooWorks

Access Different Account ▾

**Add an Event**

Pending Approval(11)

Search Events

Search Registrations

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Dashboard

Staff ▾

Co-op Sequence ▾

Co-op Jobs ▾

Graduating and Full-Time Jobs ▾

Contract, Part-Time and Volunteer Jobs ▾

External Job Boards

**EMPLOYER INFORMATION SESSIONS**

Career Centre Events

Additional Networking & Professional Events

Appointments ▾

Help

Logout

January 2025

First Day of Classes 11:30a Winter 2025 EIS Information Booth	11:30a Untether AI   Meet the team at Untether AI, an AI accelerator start-up company! - IN-PERSON Information Session 5p ether.fi   Working at ether.fi: Building innovative products in fintech + crypto - IN-PERSON Information Session	11:30a Definity   The Future of Insurance: Build your Career with Definity - IN-PERSON Information Session 5p Index Exchange   Get to Know Index Exchange - IN-PERSON Information Session 7:30p Sephora   Sephora Canada   Give Your Next Co-Op Term a Glow Up! - VIRTUAL Information Session	11:30a Aquanty   Careers in Water Tech with Aquanty - IN-PERSON Information Session 5p OTPP   Ontario Teachers' Pension Plan Networking & Information Session - IN-PERSON Information Session 7:30p Bloomberg   Information Session - IN-PERSON Information Session	11:30a Christie Digital   Christie Digital Tech Expo - IN-PERSON Information Session
11:30a Fairfax Financial + more   Building Your Co-op Path: Meet Your Future Employer - IN-PERSON Information Session 5p Manulife   Manulife On-Campus: Technology Information Session - IN-PERSON Information Session 7:30p Manulife   Manulife Business Information Session - IN-PERSON Information Session	7:30p OpenAI   OpenAI Tech Talk - VIRTUAL Information Session	11:30a Sony   Astro's Playground: Day on the Job with SIE-PlayStation - IN-PERSON Information Session 5p Boeing   Boeing Canada Engineering Overview - IN-PERSON Information Session 7:30p CC&L Investment Management   Information Session - IN-PERSON Information Session		11:30a Genesys   Information Session - IN-PERSON Information Session
	5p EVAMAX   The Intersection of Finance, Technology, and Innovation: Career Insights from EVAMAX Group- IN-PERSON Information Session	12p Bird Construction   Breaking Ground: Women in Construction - VIRTUAL Information Session	12p Align technology   Align Technology (Invisalign) Information Session - VIRTUAL Information Session	
	7:30p Dow   Dow Chemical Canada - Join Us on the Journey to Create the World's 1st Net-Zero Carbon Emissions Ethylene Cracker - IN-PERSON Information Session		11:30a IndigenousTech.ai   Inspiring Indigenous Youth in STEM - VIRTUAL Information Session	



# CCD WEBSITE - [uwaterloo.ca/ccd](https://uwaterloo.ca/ccd)

## GENTRE FOR CAREER DEVELOPMENT

About us **Appointments & drop-ins** Prepare for your career Job search Workshops & events Student opportunities Contact us News

Alumni Employees Graduate students and postdoctoral fellows International students Parents and supporters

## Welcome to the Centre for Career Development



### Explore your possibilities

The Centre for Career Development can help you build a meaningful future. Whether you are a student (undergrad or graduate), postdoctoral fellow, alum, or employee – we can help you explore opportunities. Our career advisors are available to support you in mapping your career route. If you're seeking career planning advice, career management strategies or graduate and professional school preparation, we can help.

### Get career support

It doesn't matter where you are in your journey, we offer a variety of one-on-one supports both virtually and in person to help you explore your career possibilities.

- Learn about resources
- Find information about upcoming events/workshops
- Steps to book appointments
- Additional career-related resources



# HOW DO I FIND A JOB?



# WORK SEARCH RESOURCES

- WaterlooWorks Hire Waterloo Graduating and Full-time + Contract, Part-time and Volunteer
- WaterlooWorks External job boards
- LinkedIn
- Indeed, Glassdoor, Google, Simply Hired, etc.
- 80,000 Hours (Careers to make a difference)
- Government jobs: [jobbank.gc.ca](http://jobbank.gc.ca), [gojobs.gov.on.ca](http://gojobs.gov.on.ca)
- O\*Net Online | OaSIS
- Wellfound, TalentEgg, GoodWork

Try looking at different job search engines and learning what job search engines are best for your industry.



# WATERLOOWORKS: GRADUATING, FULL-TIME & PART-TIME

The screenshot shows the WaterlooWorks dashboard interface. On the left, a navigation menu includes options like 'Upload a Document', 'Create Application Package', and 'Search Postings' (which is highlighted with a yellow box). The main content area displays a 'Welcome' message and a 'Search Postings' modal window. The modal window lists four job categories: 'Co-op Jobs > Full-Cycle Service', 'Co-op Jobs > Employer-Student Direct', 'Graduating and Full-Time Jobs', and 'Contract, Part-Time and Volunteer Jobs'. Each category has a 'View Postings' button. The background dashboard shows a 'Home' button, 'My Account', 'My Messages' (with a count of 75), and 'My Forms'.

[waterlooworks.uwaterloo.ca](https://waterlooworks.uwaterloo.ca)

To view WaterlooWorks jobs, select **“Search Postings,”** then choose the option that is the best fit for you:

- Co-op Jobs > Full-Cycle Service
- Co-op Jobs > Employer-Student Direct
- **Graduating and Full-Time Jobs**
- **Contract, Part-Time and Volunteer Jobs**

**Technical issues?**

Phone: 519-888-4026

Email: [ceehub@uwaterloo.ca](mailto:ceehub@uwaterloo.ca)



# WATERLOOWORKS: GRADUATING & FULL-TIME JOBS

- **Job Postings**
  - Jobs posted daily, as they are received
- **Recruitment**
  - Typically occurs in the **Fall** and **Winter** terms. Some Capital Markets/Finance employers begin recruiting in **Spring** term
- **Applications**
  - Employers will specify which documents **must** be submitted with application
  - Application deadlines will vary and will be noted on the posting
  - Most employers will ask that you apply direct via their external website
- **Interviews**
  - Most employers contact directly via email/phone to schedule interviews, but some will use WaterlooWorks (you will be notified if so)
  - Interviews for Winter 2025 (booked on WaterlooWorks) may take place virtually or in-person



# WHAT IS NETWORKING?

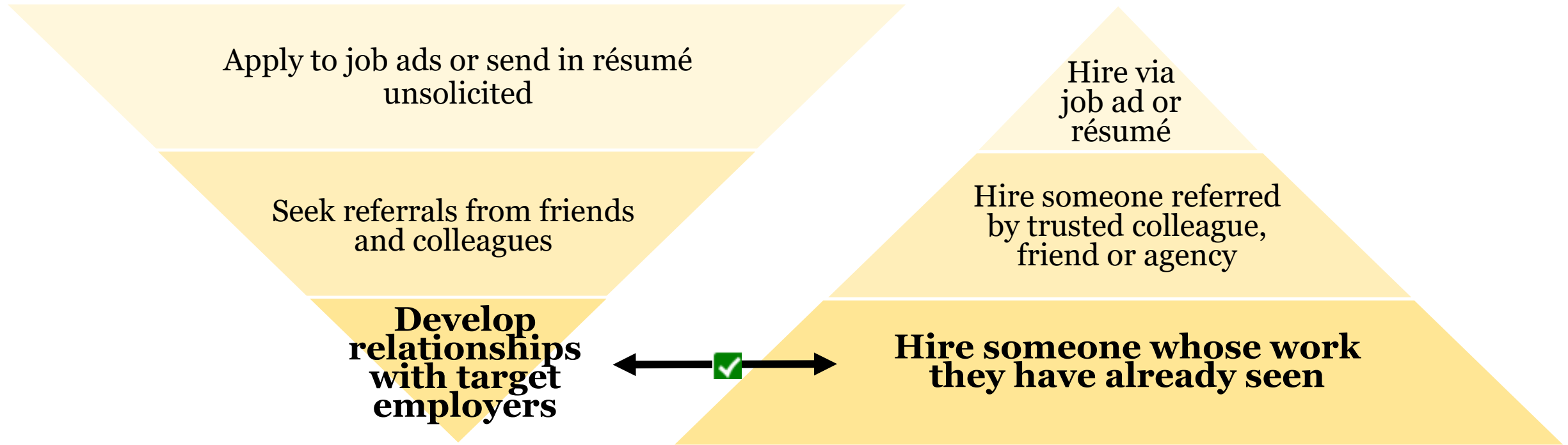
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A supportive system of sharing information and services among individuals and groups having a common interest.

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[WWW.DICTIONARY.COM](http://WWW.DICTIONARY.COM)

# HOW JOB SEEKERS PREFER TO JOB SEARCH

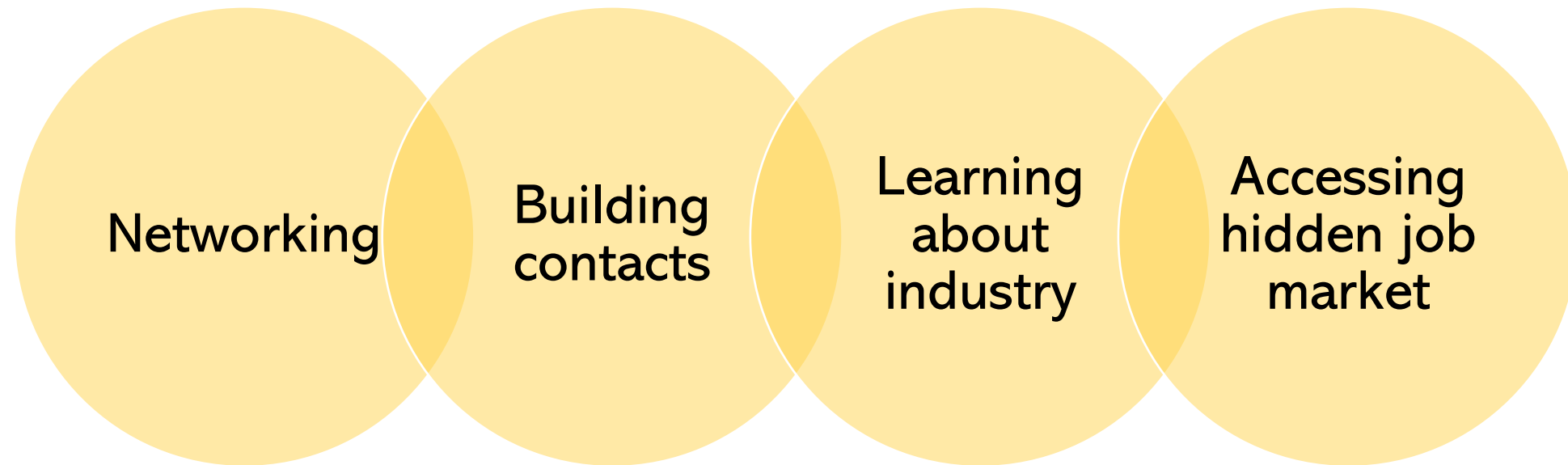


# HOW HIRING MANAGERS PREFER TO HIRE

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



# NETWORKING - GETTING TO KNOW PEOPLE



(Source: [HelpGuide.org](https://www.helpguide.org))



# NETWORKING - GETTING TO KNOW PEOPLE

1

- Make a List
- Go through your contacts and social media accounts and write down who you may want to connect with.

2

- Reach out
- Write a message to share your qualifications and let people in your network know that you are looking for work.

3

- Build relationships
- Someone might connect you to a job, but others might become part of your support system.
- Staying in contact with a few people to share job search progress or learn from their work experiences can be helpful.

(Source: [HelpGuide.org](https://www.helpguide.org))

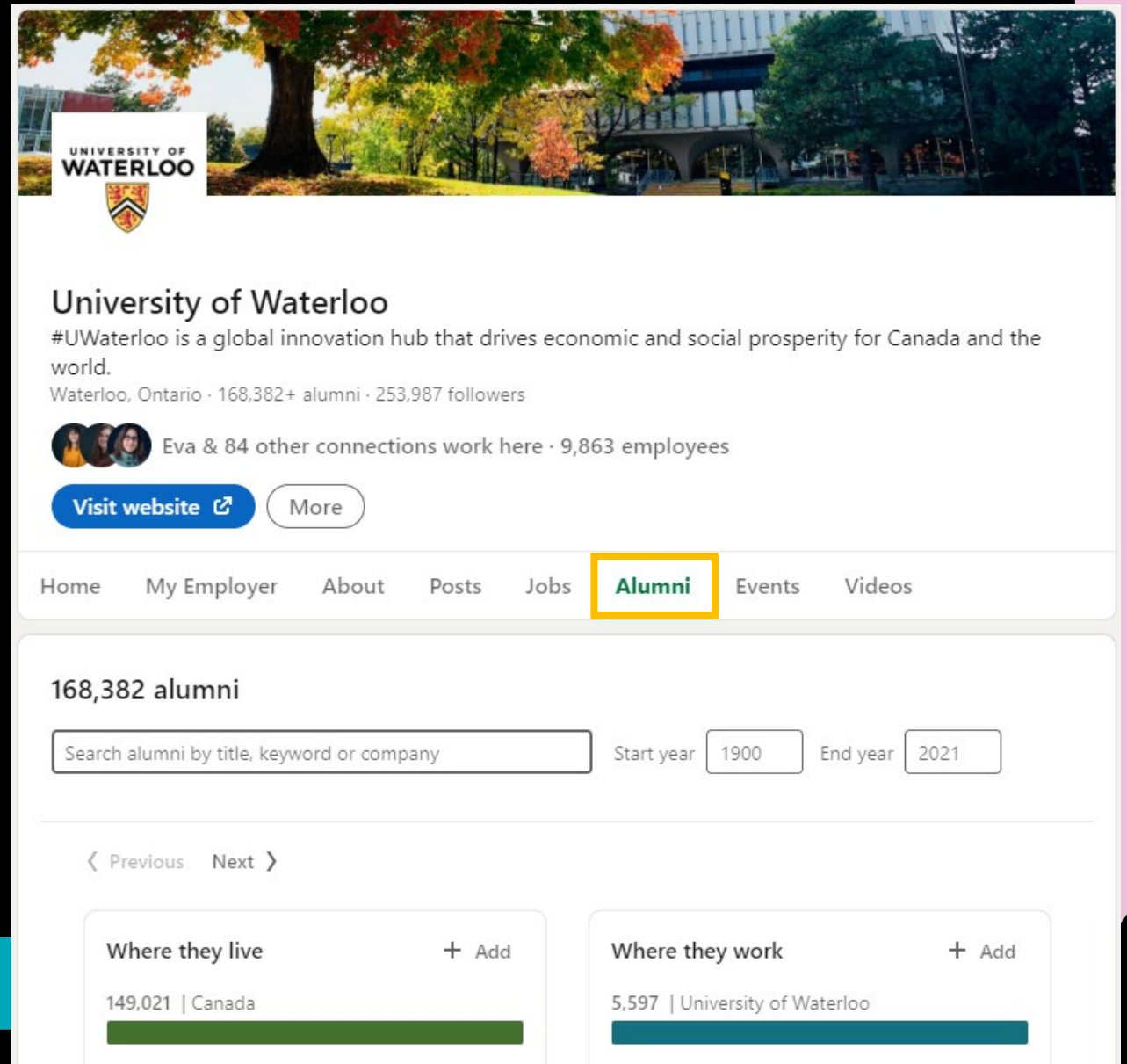


# WHAT IS AN EXCELLENT NETWORKING TOOL?



# LINKEDIN DEMO

## Alumni Search



The screenshot shows the LinkedIn profile for the University of Waterloo. The profile header includes the university's name, a description, and statistics: "Waterloo, Ontario · 168,382+ alumni · 253,987 followers". Below this, it states "Eva & 84 other connections work here · 9,863 employees". A navigation menu at the bottom of the profile header has the "Alumni" tab highlighted with a yellow box. Below the menu, the "168,382 alumni" section is visible, featuring a search bar and filters for "Start year" (1900) and "End year" (2021). At the bottom, two bar charts are shown: "Where they live" with 149,021 alumni in Canada, and "Where they work" with 5,597 alumni at the University of Waterloo.

**UNIVERSITY OF WATERLOO**

**University of Waterloo**

#UWaterloo is a global innovation hub that drives economic and social prosperity for Canada and the world.

Waterloo, Ontario · 168,382+ alumni · 253,987 followers

Eva & 84 other connections work here · 9,863 employees

Visit website [More](#)

Home My Employer About Posts Jobs **Alumni** Events Videos

168,382 alumni

Search alumni by title, keyword or company

Start year 1900 End year 2021

< Previous Next >

Where they live + Add

149,021 | Canada

Where they work + Add

5,597 | University of Waterloo

# QUESTIONS?

## Centre for Career Development

Tatham Centre (TC)


<https://uwaterloo.ca/ccd>

<https://careerhub.uwaterloo.ca/>

CCD Live Chat: <https://uwat.ca/ZJq>

519-888-4047

 @uWaterlooCareer

 Centre for Career Development - University of Waterloo

 @uwaterloocareer

