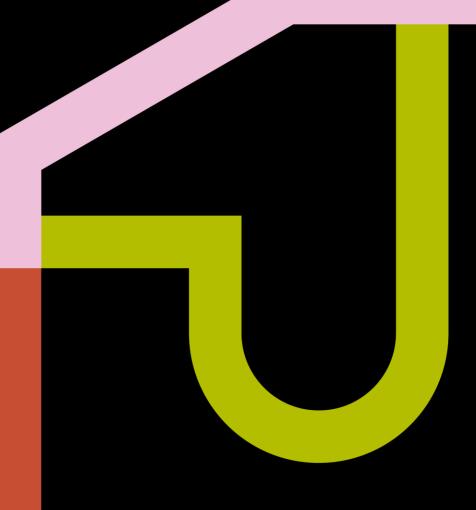
WELCOME! WE'LL GET STARTED IN A FEW MINUTES!

Note: Attendees will be sent the slide deck after the workshop.

Tiffany Chen (she/her)
Career Advisor
November 6, 2025
V1 Workshop





WHOSE LAND ARE WE ON?

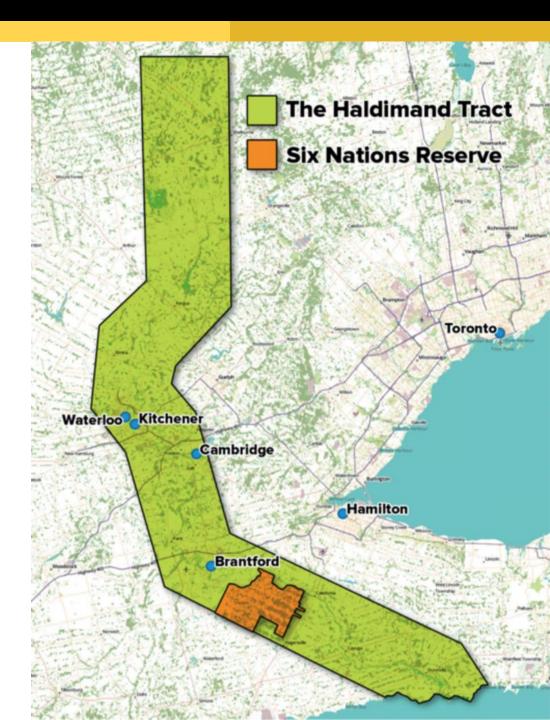
The University of Waterloo acknowledges that much of our work takes place on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples.

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 co-ordinated within the Office of Indigenous Relations.

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

Office of Indigenous Relations



WHAT ARE WE TALKING ABOUT TODAY?



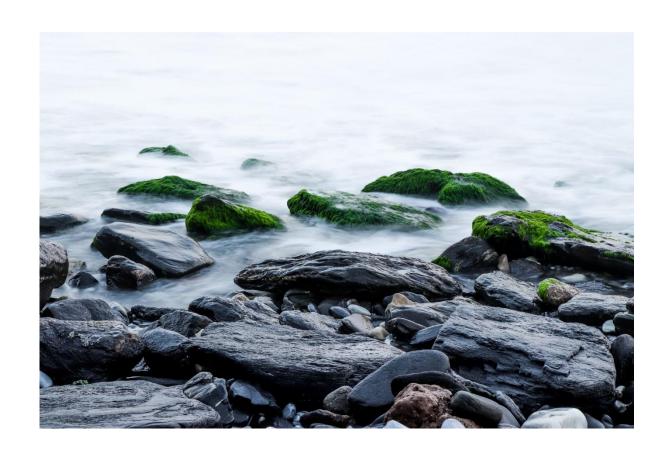
- Use What You Have To Build A Resume
- (Why) Do I need a Cover Letter
- Finding Opportunities + Gaining Experiences
- Networking & LinkedIn
- Nonlinear career path
- Supports And Resources
- Q & A

We Aim for a Safe(r) Space

Going into this workshop, the intention is to create as safe a space as possible.

A safe space means different things for everyone, but we'll do our best! Let's keep 3 things in mind:

- Choice
- Respect
- Care



WHAT ARE YOU HOPING TO GET OUT OF THIS WORKSHOP?

WHAT DO YOU WANT TO KNOW?

USING WHAT YOU HAVE TO BUILD A RESUME

SKILLS CAN COME FROM ANYWHERE



- Formal / informal training, courses, workshops
- Relevant skills/experience:
 - Paid jobs
 - Volunteering
 - Student club
 - Extracurricular activities
- Relevant projects/achievements
- Awards and recognitions



DRAWING CONNECTIONS

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

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

WHAT you did	HOW you did it	WHY it's important
Action or achievement verb (e.g., arranged, updated, prepared)	 Tool (e.g., programming language) Approach/methodology Adverb (e.g., effectively, accurately) Role (e.g., member, treasurer) 	Result or accomplishmentOutcomeImpactQuantify where possible

Examples:

- Designed client database using MS Access, doubling the speed of information retrieval
- Delivered engaging tutorials as a peer tutor to groups of 50 first-year physics students



WRITING BULLET POINTS

WHAT you did	HOW you did it	WHY it's important
 Action or 	Tool (e.g., programming language)	Result or accomplishment
achievement verb	Approach/methodology	• Outcome
	• Adverb (e.g., effectively, accurately)	• Impact
	Role (e.g., member, treasurer)	 Quantify where possible

- Accomplishments > duties
 - "Waited on tables" vs.
 - "Received Best Customer Service Award for professionalism, communication, and exceptional support during the busiest month, enhancing customer satisfaction."
- More examples:
 - Helped plan club events and tracked attendance
 - Organized club events to engage members, tracked 100+ membership files using Excel, and maintained records to improve future planning.

Use similar industry terms (you can often find these in the job posting).



DESCRIBING YOUR SKILLS



strong action verb + what + how + why + highlighting a skill

Sales Associate, Campus Bookstore | Ottawa, ON

- Helped customers at the store cashregister.
- Used Microsoft Excelto enter data.
- Answered questions and provided customer service.

Sales Associate, Campus Bookstore | Ottawa, ON

- Communicated effectively with customers in-person, over email, and on the phone to ensure satisfaction when responding to inquiries.
- Improved inventory management and tracking by creating data storage spreadsheets using Excel.
- Commended on 2 occasions for outstanding problem-solving and customer service by the store manager.

TIPS TO CONSIDER

- Starting point → identify relevant skills, experiences, goals.
- Understand the employer perspective.
- Analyze job descriptions to assess employer needs.
- Draw connections between what employers want --- evidence you have it.
- Prioritize sections of your resume based on relevance.
- Be specific about skills and accomplishments in bullet points.
- Use keywords listed in the job ad and common to the target industry (if the employer is utilizing an ATS, this may increase your résumé's ranking)
- Exercise caution in using templates that contain graphics or formatting that may not be accepted by an Applicant Tracking Systems (ATS)

REFINE

- Collect feedback from trusted friends, peers, mentors
- Check out other people's resumes (what do you like, what do you not like)
- Ask past supervisors you trust (volunteering, internship, etc.)
- Check out the <u>CareerHub − Resume</u> resources (example bullet points, resume templates, and more!)
- Visit the Centre for Career Development (CCD)!



(WHY) DO I NEED A COVER LETTER?

The function of a cover letter



- Cover letter = bridge between resume and interview
- A place to...
 - Demonstrate your interest in the role
 - Go into detail! (Skills, experiences, etc.)
 - Show you've done your research

Common questions...

- When should I submit a cover letter?
- How much time should I invest tailoring my cover letter?
- Is it OK to submit a generic cover letter?

Job Applications

High priority

Jobs that align very well with my interests/career goals

Mid-priority

Jobs that are appealing but not in complete alignment with my interests/career goals

Low priority

Jobs in minimal alignment with my interests/career goals

CareerHub Cover Letter Template

Cover letter template

Your name Phone | email

Date

Human Resources Company ABC 200 King Street Toronto, ON, 1C1 C1C

Dear Recruiter (or Hiring Manager):

First paragraph

Name the position you are applying to and where you saw or heard the advertisement. If applicable, include a reference to the person(s) you spoke to about the department/organization. Express interest in the role and department/organization, with reasons (i.e., Why are you interested in this line of work/company/role?) Include a summary statement about your value to the department/organization, referring generally to the skills, knowledge and experience that you bring to the position.

Middle paragraphs (2-3 maximum)

Highlight your qualifications and achievements relevant to the position and use (occasionally) words from the job posting. Group your qualifications according to themes and prove points by using examples. Organize your paragraphs carefully and place the most important ones first. Questions to consider:

- How can I make connections between my skills/experience and the job description to best demonstrate my fit?
- What have I done that best demonstrates this skill?
- · How can I provide evidence of these skills?
- How will you to contribute to the team/organization?

Final paragraph

Summarize your key points above. Mention that you look forward to providing more information in an interview.

Sincerely (or Thank you),

Your name

FINDING OPPORTUNITIES + GAINING EXPERIENCES

VOLUNTEERING

- Learn in environments often tied into your interests and hobbies whilst providing skills that can translate well to a workplace environment.
- Learn a variety of skills such as quality leadership, problem-solving, time management, organization, etc.
- Can be flexible with your time and contribute at a pace you can manage
- It can help you connect with your community which can be a form of networking
- Volunteering itself is a privilege that not everyone might have the ability to do – know it is only one avenue of getting experience there is more we will discuss in this presentation
- RESOURCES to find volunteer opportunities:
 - Volunteering Waterloo Region
 - Volunteering Canada
 - Waterloo Works





CLUBS + COMMUNITY ACTIVITIES

- Great way to gain valuable social experiences
- Also to make personal connections but also gain valuable skills that can translate well into employment positions
- Can tie in your interests and hobbies into organizational and leadership roles that teach you about teamwork, time management, and introduce you to new people
- Potentially expand your professional network
- RESOURCES:
 - WUSA Clubs
 - <u>UW Athletics</u>
 - <u>UW Recreation</u>
 - Intramurals





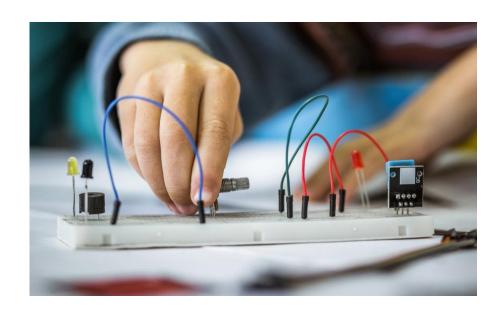
USING ACADEMICS TO GAIN EXPERIENCE

- Consider applying for TA positions (learn teaching skills, problem-solving, communication) – only need your academics for this!
 - Each department has their own links to apply for positions
 - Course projects:
 - Teamwork or presentation
 - Researching, organizing, analyzing large amount of data





PASSION PROJECTS + LEARNING SKILLS YOURSELF



- Free online courses in your spare time to garner relevant skills. E.g.,
 - Grow with Google
 - LinkedIn Learning, Coursera
- Using your hobbies/interests to your advantage?
 - Look into curating your own portfolio of work, creating a blog, etc. → showcases your work and skills
- Enrolling in competitions and where you can (example):
 - Take on projects that tailor to your interests
 - Potentially win funding, cash prizes, awards, scholarships, etc. while gaining valuable experience
 - Learning teamwork in some cases + getting a chance to network (with other students or with professionals who host these events)



RESEARCH EXPERIENCES

- Interested in pursuing graduate studies + careers in academia?
- If this is applicable to you, it is highly beneficial to gain work experience in the form of research!
- Reach out to professors whose work interests you
 - University of Waterloo Experts: https://experts.uwaterloo.ca/
- Apply for awards that help engage students in research
- Research experience can entail a lot of teamwork, communication, improvement of reading and writing skills
- Article: <u>Undergraduate research opportunities at Waterloo</u>



Networking & LinkedIn

Quick poll time...

If you were a recruiter, who would you prefer?

- A) Someone who applied via your website
- B) Someone who applied via LinkedIn
- C) Someone who applied through a referral

NETWORKING

- Volunteering can often be a route to network with people
- Great way to build relationships within your field of study/interest that can
- Help you get a clear insight on potential career options.
- Networking can be done in many ways: virtually or in-person
 - CCD Online Workshops: Networking to Job Search, Networking at Conferences, Optimizing Your LinkedIn Profile
 - Networking events: <u>WaterlooWorks</u> (Use WaterlooWorks "Additional Networking & Professional Events" tab to find these events!)
 - Reach out!





Why LinkedIn?

- Employers will Google you! Be in control of what they see
- Stay in touch with people you meet in class, at conferences, etc.
- Find more people to connect with in your industry



- Stay up to date on new ideas and ways to solve problems
- Find alumni working in your field using the <u>Alumni Tool</u>
- Research future career ideas

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



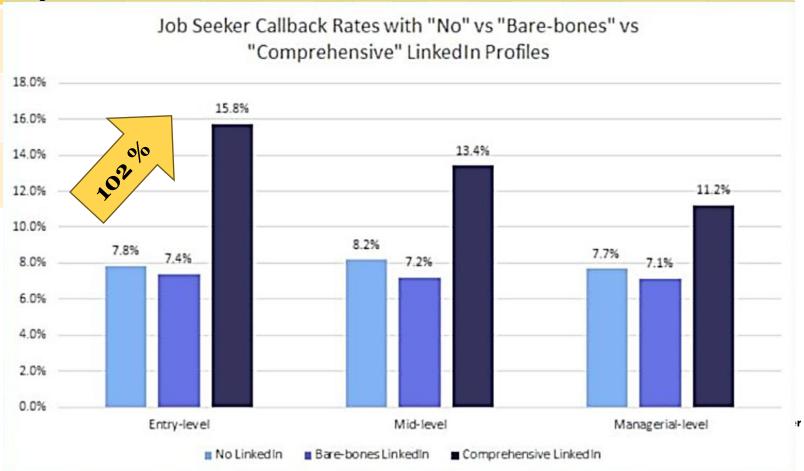
Quick show of hands...

How much does a complete LinkedIn profile increase your odds of an interview?



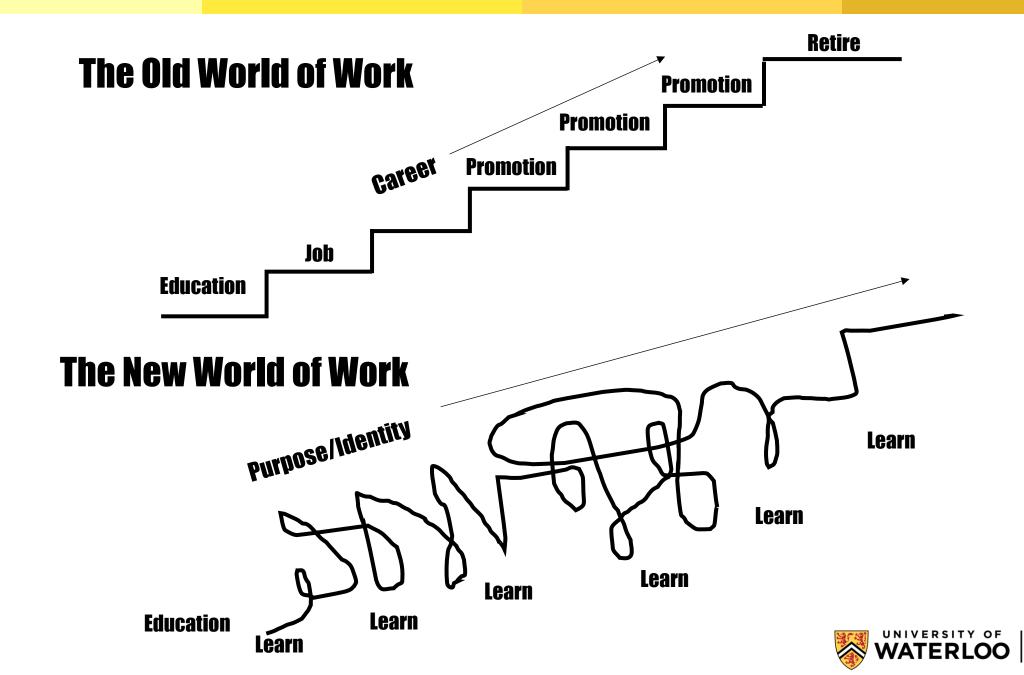
B) 52%

C) 102%



Source: Jeremy Schifeling – The Job Insiders

NON-LINEAR CAREER PATHS



Centre for Career

WHAT DO THESE CHANGES MEAN FOR ME?

- Degree career path
- View career as a web not a ladder
- There is no "correct" choice, career, pathway
- Shift focus from:

WHAT (job/role) **HOW** (skills/strengths) **WHY** (drives/motivators)

TO

WHY (drives/motivators) HOW (skills/strengths) WHAT (job/role)



Career Myths

- Once you choose a career, you're stuck
- Your degree determines your career path
- Your first job defines your career forever
- The perfect job exists

17 jobs across 5 industries

27% of graduates work in a field related to their major

At least 50% of jobs will change

85 million jobs will disappear...but 97 million new roles created (globally)



SUPPORTS AND RESOURCES

Visit us in the TC building or book a virtual appointment!



If you want to talk about careers or get support with your work search



If you want one-on-one resume or cover letter support



If you want to prepare for interviews

Contact us: Monday - Friday, 8:30 a.m. - 4:30 p.m.

careers@uwaterloo.ca | 519-888-4047 | Live Chat



Co-op Questions? See: Your Co-op Advisor

Send a message

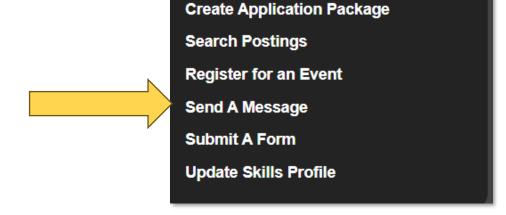
• "Send a message" on WaterlooWorks

Book a meeting

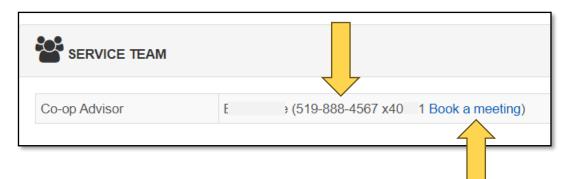
Select the "Book a meeting" link on WaterlooWorks

Call

Call them at the phone number on WaterlooWorks



Upload a Document





- <u>WaterlooWorks help:</u> Step by step guides on job search, applications, Rank/Match, etc.
- Co-op and Internship Jumpstart Series: A list of YouTube videos explaining the co-op process

Practice Self-Care

- 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 both the "boring" self-care, and other types that work for/matter to you
- Stay connected to people you trust for support, and consider visiting us at CCD!

Types of Self-Care





Sleep Stretching Walking Exercise Nutrition Yoga

Emotional



Stress Management Coping Skills Compassion Therapy Journaling



Boundaries Support System Meditation Positive Social Media Communication Friends



Space

Personal



Hobbies

Creativity Goals Identity Authenticity



Stability Clean Space

Financial



Budgeting Money

Paying Bills

Boundaries BlessingManifesting

Work Time Management Work Managemen+ Boundaries Breaks

The Self-Love Rainbow



Q&A

What questions do you have?

WATERLOO



Centre for Career Development