



University  
of Windsor

Office of Career Development and Experiential Learning

# Career Services after Graduation

**Stephanie Dupley**

Career Advisor – International and Graduate Students



University of Windsor

## 5. FIND A JOB

- Know job search tools and strategies.
- Customize application documents and communications.
- Use your network to find jobs.
- Identify acceptable job offers; negotiate if needed.
- Perform well in your job and reflect on how it meets your goals...back to self assessment!

## 4. MARKET YOURSELF

- Identify and practice articulating relevant skills.
- Create effective resumes, cover letters, CVs, etc.
- Develop your personal brand and network.
- Practice your interview skills.

# CAREER DEVELOPMENT CYCLE



## 3. EXPAND SKILLS AND KNOWLEDGE

- What skills do you need to improve or develop?
- Get involved to develop/apply your skills.
- Investigate relevant education and training opportunities.

## 1. ASSESS YOURSELF

- Identify interests, skills, values, personality traits, strengths, and gaps.
- What influences your career decisions?
- What are your ideal lifestyles and work environments?

## 2. EXPLORE CAREERS

- Use your self-knowledge to research industries, companies, and occupations.
- Investigate labour market information.
- Connect with people involved in opportunities you would like to learn more about.
- Gain experience to learn about careers.

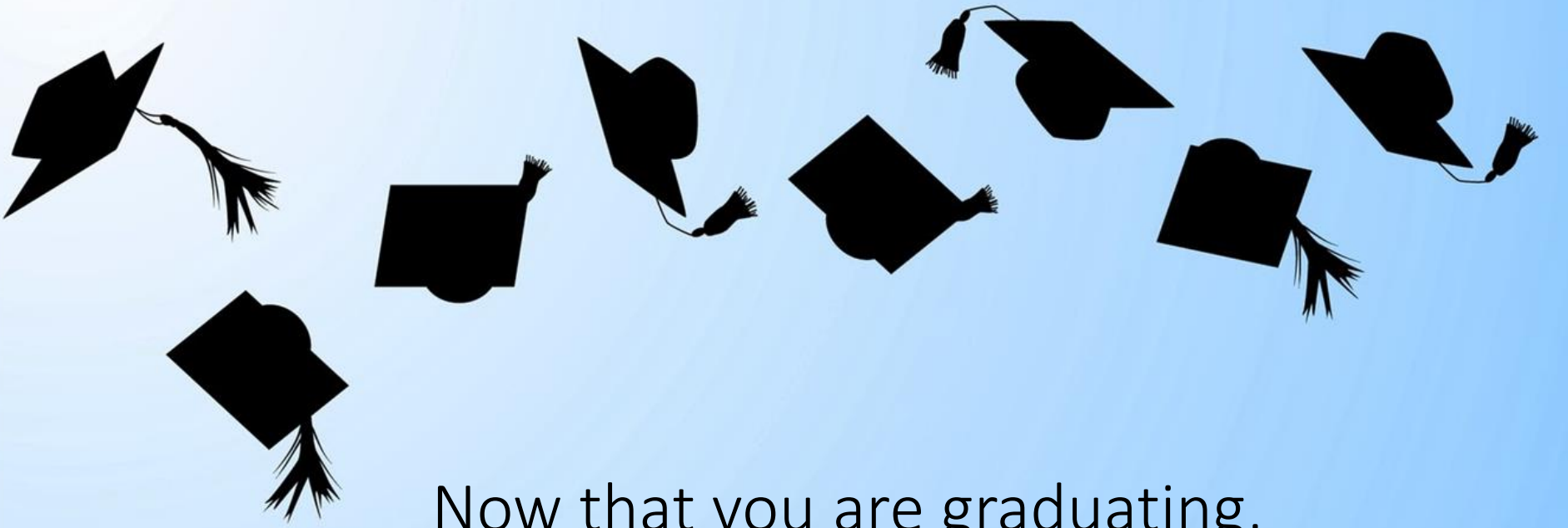


Congratulations!



You are  
entering an  
unprecedented  
labour market.

We can help!



Now that you are graduating,  
consider...





Learning how to network  
and effectively market  
yourself in person and  
online

- Using Social Media to Leverage Your Career workshop
- LinkedIn appointment
- Advanced Job Search workshop



# Is your resume/cover letter/CV effective?

- Introduction to Resumes/Cover Letters workshops
- Advanced Resume and Cover Letter Writing workshop
- Resume Writing for International Students
- Drop in
- One-on-one appointments
  - Prepare your application for a specific job
  - Online or over the phone





## Some quick resume tips:

- Focus on skills and achievements rather than job responsibilities
- Change your application for each job
- Keep your formatting consistent and easy to skim (7.4 seconds)
- Under each heading, use reverse chronological order





# Learn effective job search strategies

- Job search workshops (Introduction, Advanced)
- Appointments
- mySuccess job postings
- Events
- LMI Webinar





## **Do you interview well?**

- Interview skills workshops (introduction and advanced)
- Interview prep appointment
- Mock interviews



## Some quick tips:

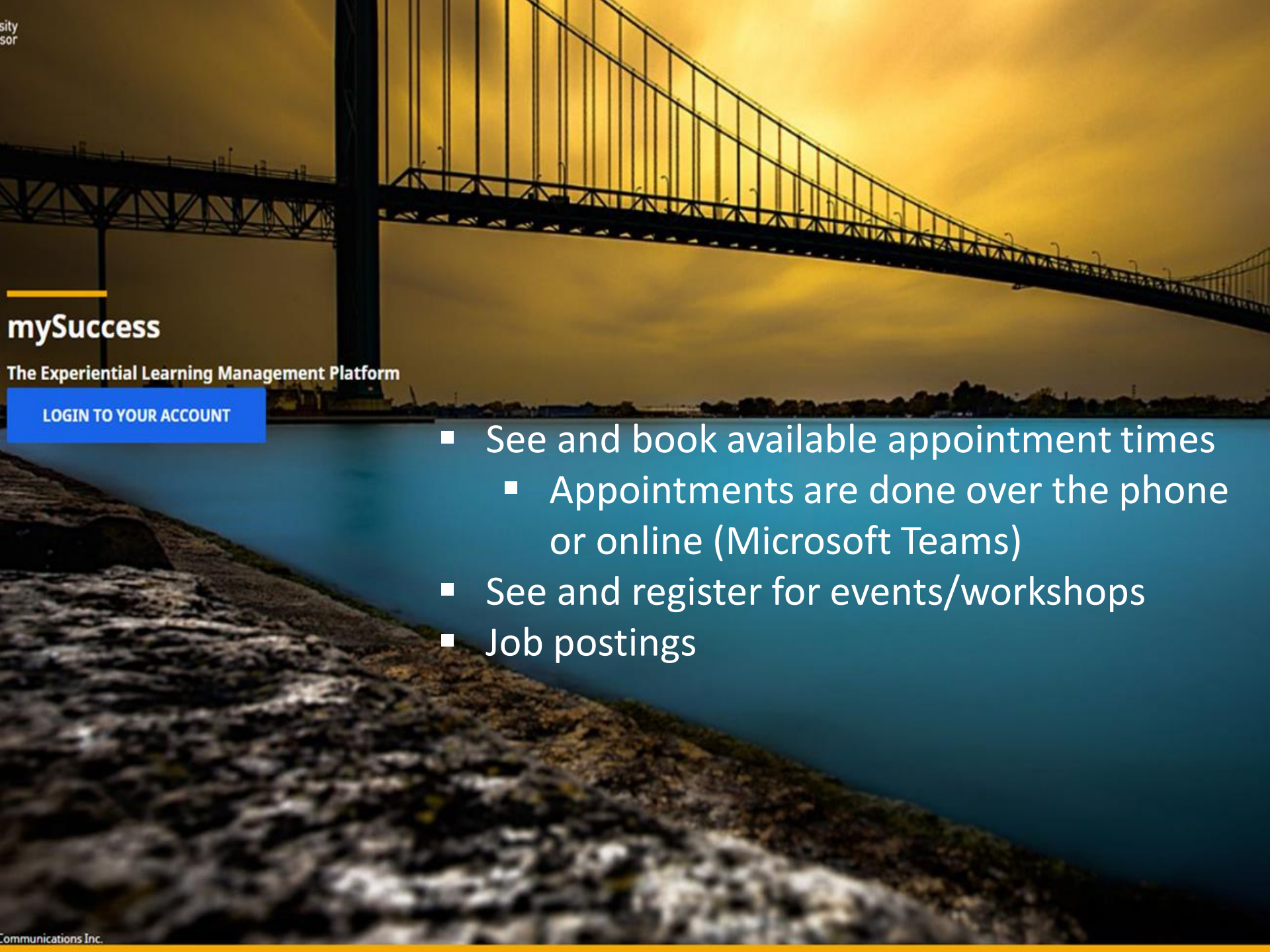
- Provide examples of when you have used the skills requested
- Tell your examples in the STAR format
- Research the company



# Canadian Workplace Culture

- Canadian Workplace Expectations workshop
  - Time management
  - Communication
  - Participation





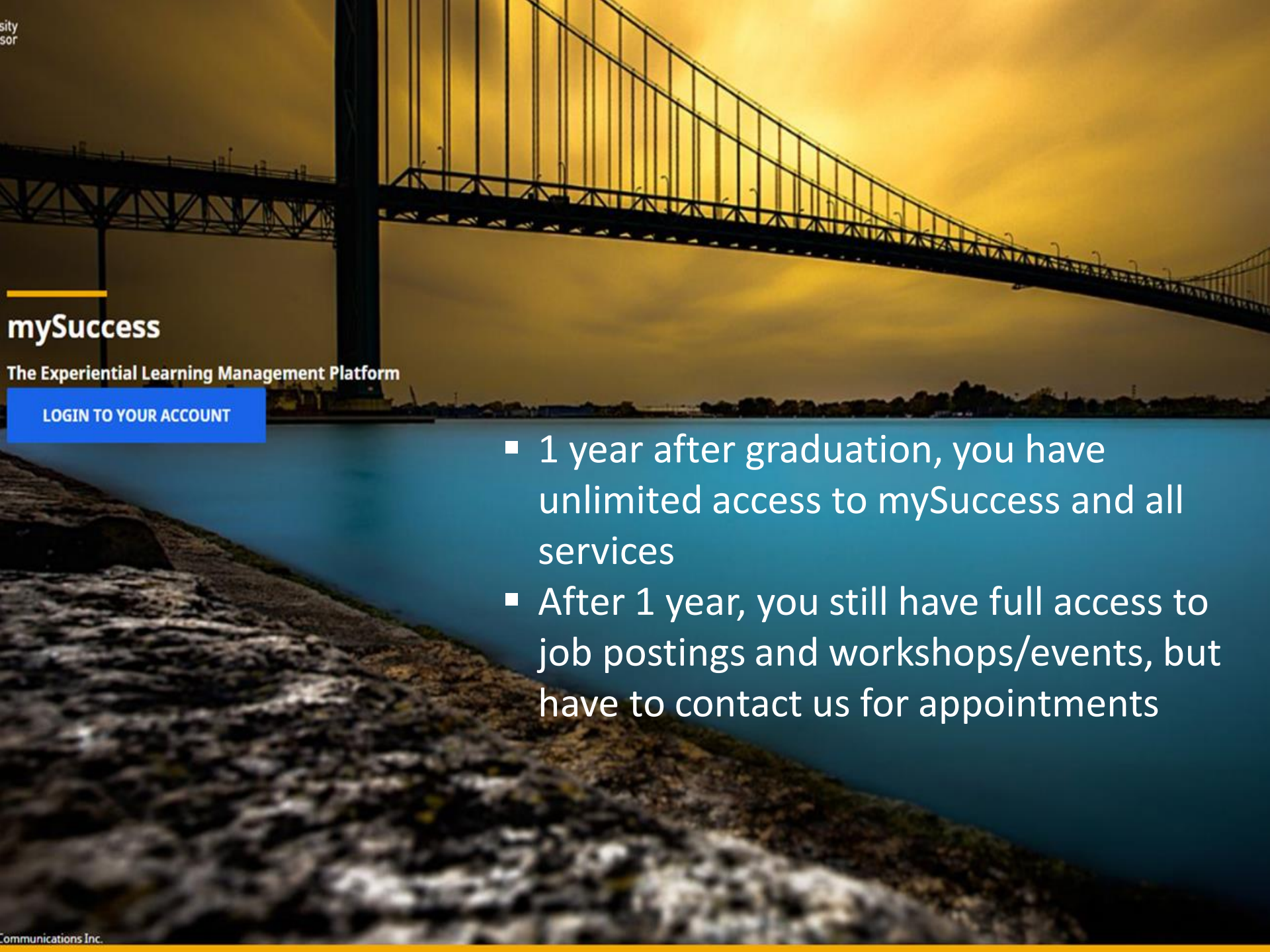
**mySuccess**

The Experiential Learning Management Platform

[LOGIN TO YOUR ACCOUNT](#)

- See and book available appointment times
  - Appointments are done over the phone or online (Microsoft Teams)
- See and register for events/workshops
- Job postings





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**mySuccess**

The Experiential Learning Management Platform

[LOGIN TO YOUR ACCOUNT](#)

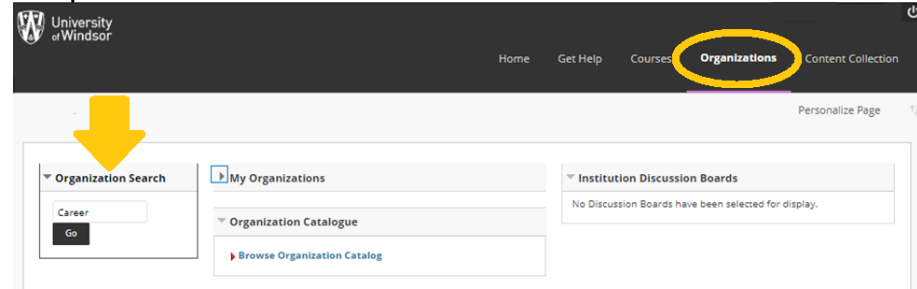
- 1 year after graduation, you have unlimited access to mySuccess and all services
- After 1 year, you still have full access to job postings and workshops/events, but have to contact us for appointments



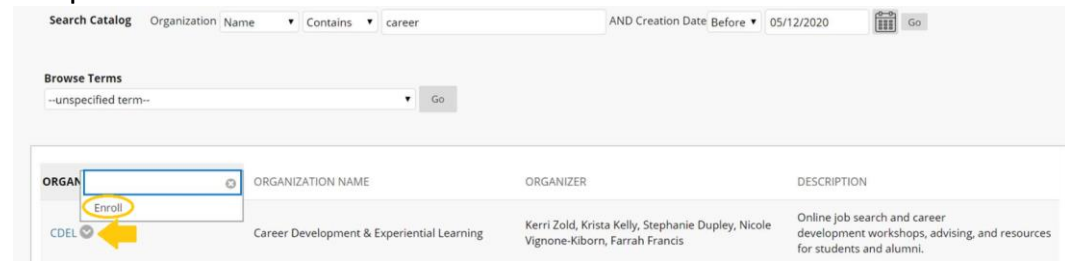
# Blackboard

- 1) Log in to [blackboard.uwindsor.ca](https://blackboard.uwindsor.ca)
- 2) Search for "Career" in the Organization search
- 3) Enroll.

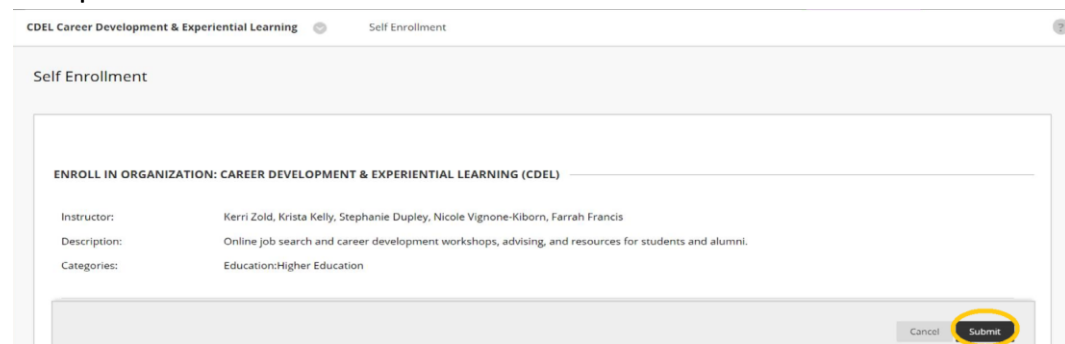
## Step 1



## Step 2



## Step 3



# Career Tools and Resources

Virtual Workshop and  
Advising Room

Virtual Room Tutorial

Help



## **How Can I Gain Skills and Experience?**

Learn about strategies to and resources that can help you identify opportunities (e.g. volunteering, work, experiential learning, community service, leadership, research, etc.) to develop and apply your skills through a variety of experiences



## **How Do I Make a Great Resume?**

Advice and tools to help you effectively write, edit, and tailor your resumes to achieve the best results.



## **How Do I Make a Great Cover Letter?**

Learn about format, content, and strategies for writing effective cover letters.



## **How Do I Make a Great Curriculum Vitae (CV)?**

Tips, strategies, and tools for writing a curriculum vitae (CV) for applying to roles in academia.



## **How Do I Create a LinkedIn Profile?**

A LinkedIn profile is an important tool for job searching and networking with professionals. Find out how to make one that will strengthen your online presence and personal network.



## **What Are the Best Ways to Search for a Job?**

Learn how to effectively use different methods to make the most of your job search.



## **How Do I Connect with People and Why is it Important?**

# CAREER DEVELOPMENT & EXPERIENTIAL LEARNING

Visit mySuccess ([success.uwindsor.ca](https://success.uwindsor.ca)):

- Find a workshop/event/drop-in time
- Schedule an appointment
- See job postings



[careerservices@uwindsor.ca](mailto:careerservices@uwindsor.ca)



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@CCES\_UWindsor

## Check out our Blackboard site!

