



DYNAMIC JOB (OR INTERNSHIP) SEARCH METHOD

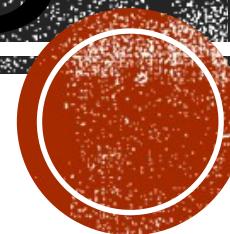
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OBJECTIVES

Workshop 1

- Explore the key principles of the Dynamic Job Search Method
- Provide guidance in the preparation or improvement of the CV

Workshop 2

- Examine strategies for finding potential employers
- Describe the key components of the cover letter

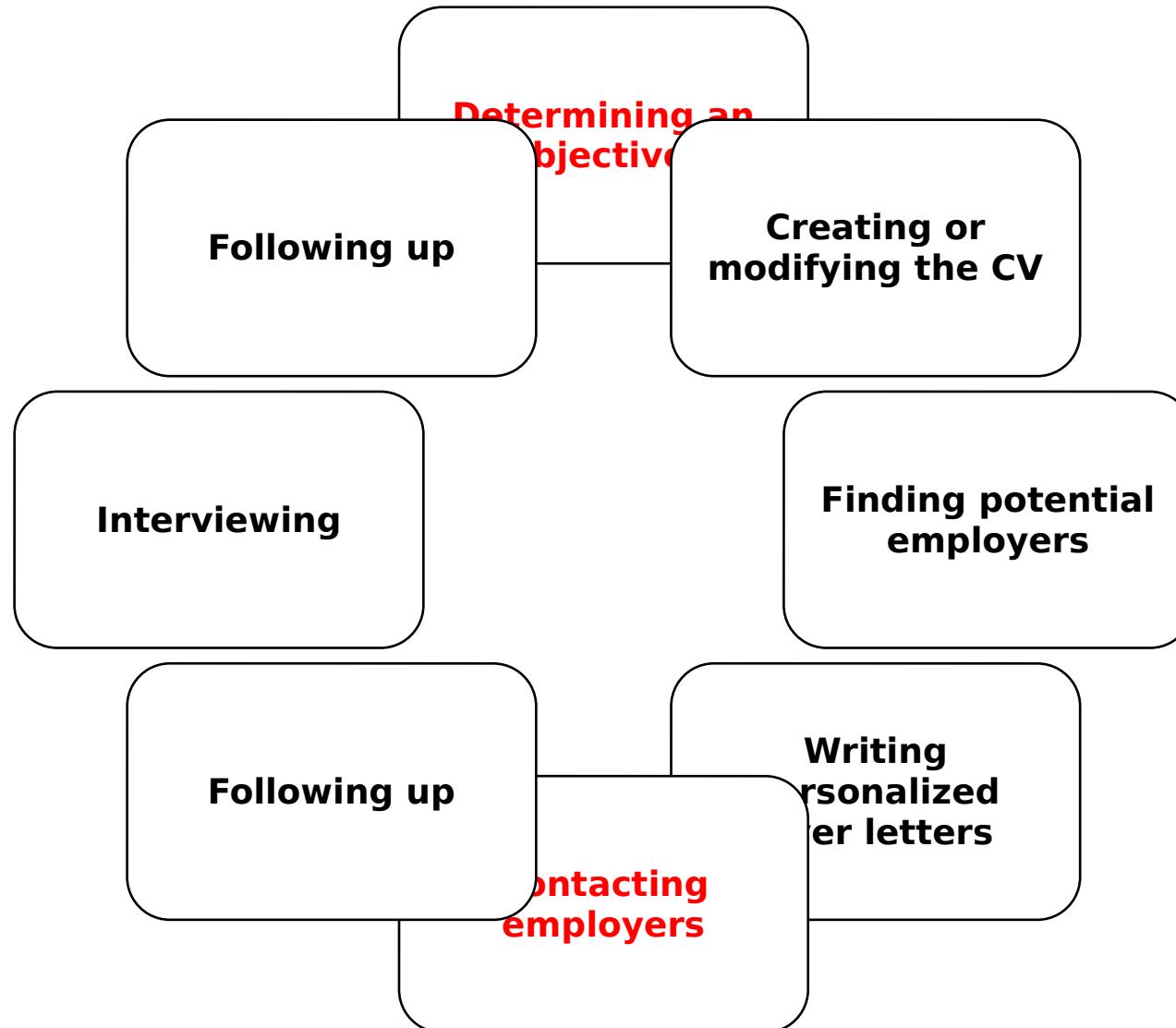
Workshop 3

- Explore how to best prepare for a job interview





DYNAMIC JOB SEARCH METHOD





DETERMINING YOUR OBJECTIVE

1) RECOGNIZE WHAT YOU HAVE TO OFFER

- Identify your particular interests, knowledge, qualities, competencies and qualifications
- What makes you stand out from a crowd of applicants?

VANIER
CÉGEP / COLLEGE

2) IDENTIFY THE JOB(S) THAT BEST SUIT YOU

- Identify the tasks that particularly interest you
- Identify work environments that you would prefer (including geographical location)



PLAN A

IDEAL PLAN



PLAN B

NOBLE COMPROMISE



PLAN C

SURVIVAL PLAN





WHAT IS A CURRICULUM VITAE?

***Document that highlights your experiences, skills, and achievements
that are relevant to the job***

- Answers the following questions:
 - What could YOU DO for the employer?
 - How will YOU be an asset?
 - What are YOUR qualifications?
 - How will YOU meet the employer's need?
- Information on your CV must be:
 - Relevant to your objective, the job or position that you are looking for
 - Adapted to the specific job posting you are responding to
 - Based on fact, truthful and defendable



The goal of the CV is not to get the job, but to get an interview





HOW EMPLOYERS SELECT CVS

Your CV has **10 seconds** to catch an employer's eye and **less than 1 minute** to retain their attention

FIRST SELECTION - FORMAT AND STYLE

- No “Curriculum Vitae” title
- Clear font and uniform formatting (standard margins)
- Maximum 2 pages (1 full page or 2 full pages)
- Name and contact information on every page

SECOND SELECTION - CONTENT

- Use vocabulary known to the employer
- No spelling or grammar errors, and avoid using abbreviations
- Use action verbs and avoid using the first person (“I”)
- **Most relevant information on the first page**

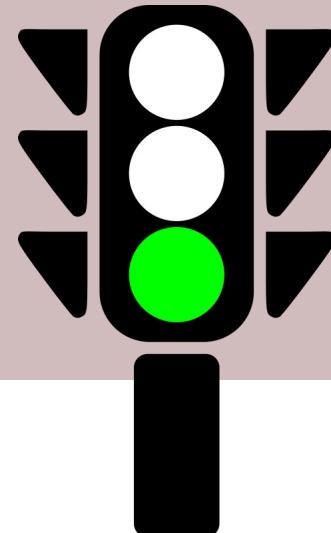




WHAT TO INCLUDE IN YOUR CV

ESSENTIAL INFORMATION:

- Contact Information
- Languages
- Education
- Work Experience
- Technical Skills



OPTIONAL INFORMATION (some examples):

- Volunteer Experience
- Extracurricular Activities
- Internships
- Interests and Hobbies
- Career Objective
- Profile or Summary
- Academic Projects
- Specialized Trainings
- Memberships (Clubs, Associations)
- Licensure

NEVER INCLUDE:

- Photo (most cases)
- Age
- Sex or gender
- Social Insurance Number
- Marital Status
- Nationality
- Residency Status



**ANY INFORMATION THAT
MAY LEAD TO
DISCRIMINATION**





CREATING OR MODIFYING YOUR CV

- **3 TRADITIONAL CV TYPES:**
 - Chronological or Antichronological
 - Combination or Mixed
 - Functional or Skills-Based

- **NON-TRADITIONAL CV TYPES:**
 - Electronic Forms
 - Public Service
 - Electronic Portfolios





CHRONOLOGICAL OR ANTICHRONOLOGICAL

- Describes employment history from most recent to least recent
- Uses action verbs to describe tasks

This model is effective when:

- The desired job is related to the last job experience
- Tasks are not repetitive between job experiences



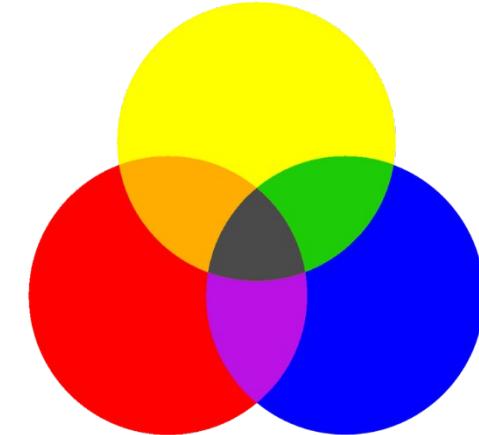


COMBINATION OR MIXED

- Classifies and combines employment history according to job titles
- Mentions past employers in chronological order

This model is effective when:

- You were absent from the job market
- Your employment history lacks regularity
- You wish to highlight a job experience that is not your most recent
- Tasks are repetitive





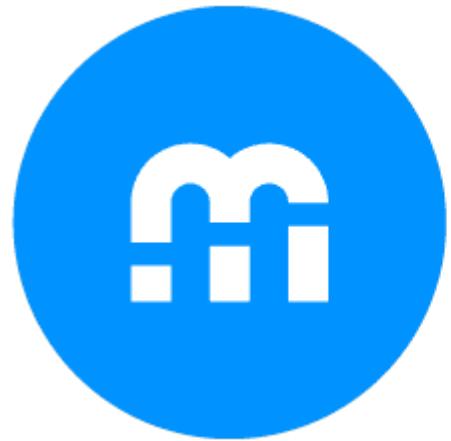
FUNCTIONAL OR SKILLS-BASED

- Highlights competencies rather than tasks accomplished
 - Competencies acquired through education, volunteer experience, internship, etc.
- Highlights competencies directly related to the desired job

This model is effective when:

- You were absent from the job market
- Your employment history lacks regularity
- You are looking for your first job experience in your field of study
- You don't have significant job experience related to the desired position





myBlueprint

Resume Builder Instructional Video:

CREATE AN ACCOUNT

- 1) Visit [myBlueprint.ca](https://www.myblueprint.ca)
- 2) Click "Sign Up"
- 3) Enter Activation Key :
vaniercollege
- 4) Click "Create Account"





ADDITIONAL SUPPORT

- Check with your local CJE
 - One-on-one sessions will provide assistance in areas such as:
 - writing a resume
 - reviewing or writing a cover letter
 - developing your professional skills and abilities
 - reviewing your job search methods
 - preparing for an interview
 - writing a letter of appreciation
- Certain CJE offer services for people 35+
- Employment organizations exist for 35 + clientele
 - Contact Student Services for a list of employment organizations best suited to your needs

