



# DYNAMIC JOB (OR INTERNSHIP) SEARCH METHOD

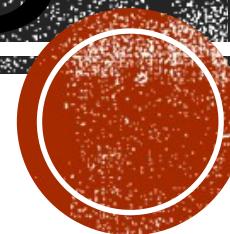
By

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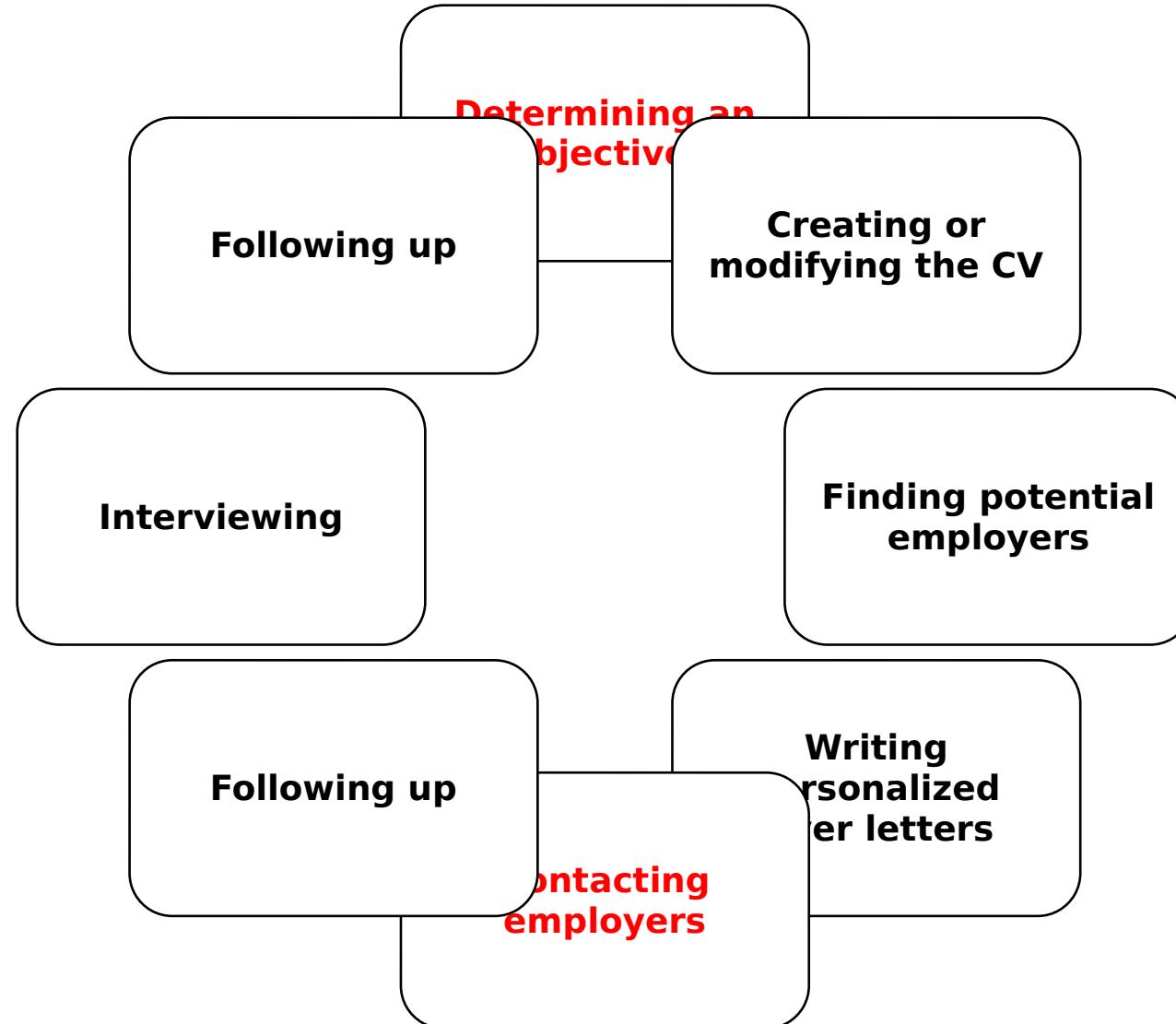
Olivia Morin, c.o., G.C.

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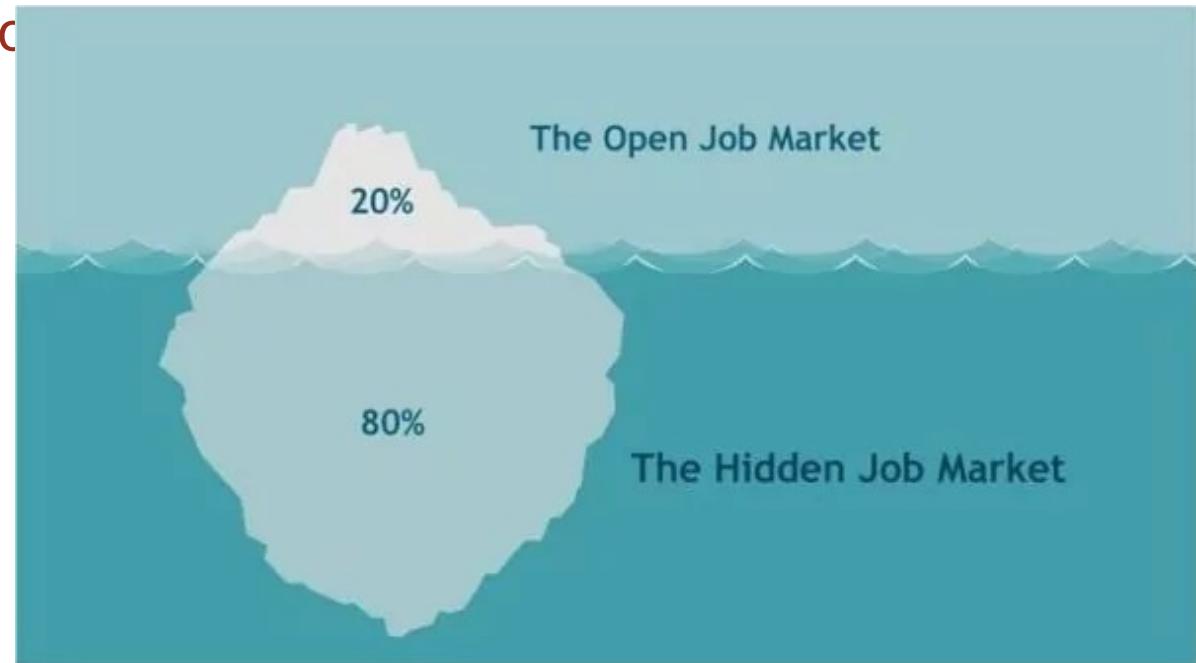
# DYNAMIC JOB SEARCH METHOD





# FINDING POTENTIAL EMPLOYERS

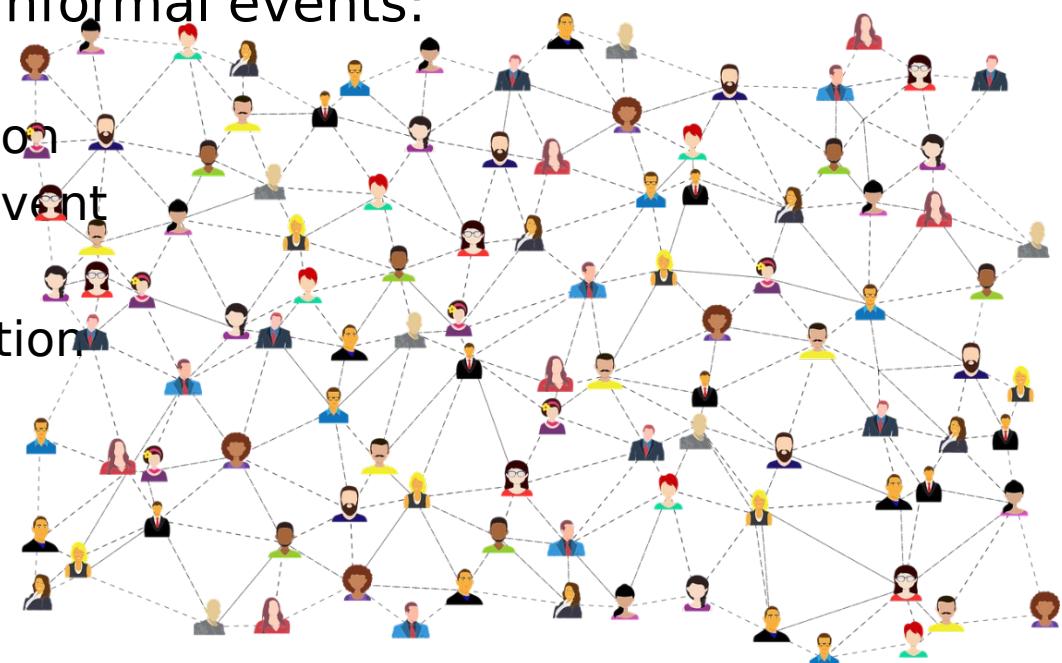
- Personal contacts (family, friends, schoolmates, teachers, etc.)
- Social media (personal, professional, mentorship)
- Direct (spontaneous) job applications
- Informational interviews
- Placement agencies
- Head hunters
- Job postings





# PERSONAL CONTACTS

- Use your network: family, friends, colleagues, teachers, coaches, doctors, etc.
- Develop your network through formal and informal events:
  - Volunteer
  - Become a member of a professional association
  - Join a sports team or take part in a sporting event
  - Get involved in committees
  - Develop your skills through continuing education
  - Join a social club, hobby group or other
  - Etc.





# SOCIAL MEDIA

- Personal
  - Employers use social media to find information on candidates
  - Check your security settings!
- Professional
  - Many companies post job openings on social media platforms
  - In certain fields, having a professional page can be an effective tool for self-promotion
- Mentorship - Academos
  - Information





# INFORMATIONAL INTERVIEWS

***Informal conversation with someone working in an area of interest to you.***

- Gain insight into the realities of working in a particular field, industry, position or organization
- Get tips and insider knowledge about how to prepare for and land your first job
- Initiate a professional relationship and expand your network of contacts in a specific career field

How to...

- Research and prepare questions beforehand
- Request a short meeting and respect that time
- Dress for an interview
- Keep in touch with the person





# SPONTANEOUS JOB APPLICATION

***Job application to a company without the existence of a job posting***

## **Advantages:**

- Widen your pool of potential employers and target the companies that interest you
- Eliminates the "competition" of an advertised job vacancy



## **Considerations:**

- Target as specific a job profile as possible
- Always send a cover letter with your CV
- Address your application to the relevant manager
- Follow-up two weeks after sending your application



**SEARCH FOR BUSINESSES**





# WHAT IS A COVER LETTER?

**A letter of introduction that accompanies your CV**

## This letter should:

- Highlight the position you are applying for
- Link your experiences and interests. Tell a story!
- Tell the employer why you would be an asset
- Be personalized
  - You paid attention to the posting and took the time to research the company

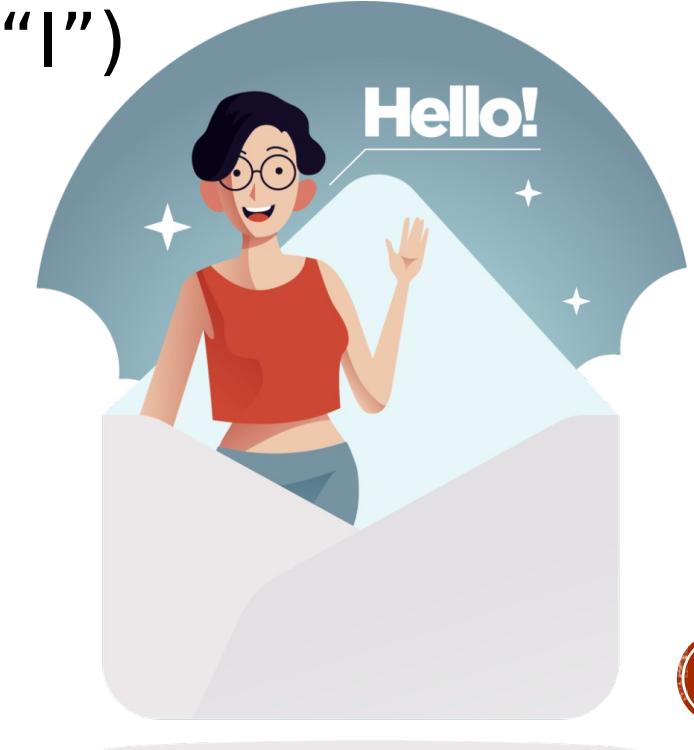




# COVER LETTER BASICS

- Address your letter to a specific person
- Keep the letter short (approx. 3-4 small paragraphs)
- Use action verbs and the first person ("I")

**Make sure that you are pleased  
with the letter as it's the  
employer's first impression of  
you**





# WRITING COVER LETTERS

## **FIRST PARAGRAPH**

- Mention the objective of the letter and indicate the target position
- If responding to an ad, mention your source and reference number for the position

## **SECOND PARAGRAPH**

- Present your qualifications (i.e. why the employer should hire you)
- Target your qualifications according to the employer's requirements for the position

## **THIRD PARAGRAPH**

- Demonstrate knowledge of the company and express your interest in the company

## **FOURTH PARAGRAPH**

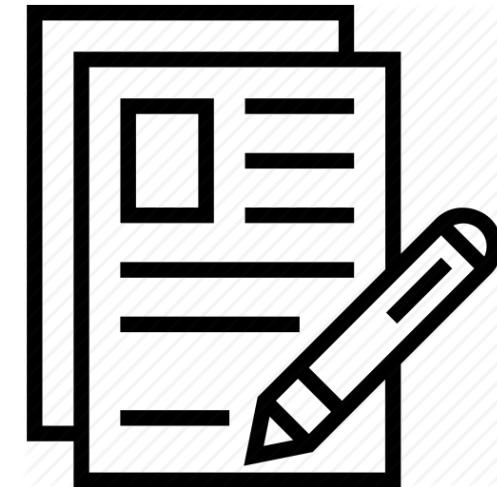
- Request an interview
- Thank the employer for their time and interest





# myBlueprint

Cover Letter 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

