



# PEER MENTORSHIP SESSION 2

FALL 2024



# TOPICS OF THE DAY

COOP AT  
LASSONDE

1

JOBS ON  
CAMPUS

2

RESUME

3

# COOP REQUIREMENTS

This option is available to students completing 2000 level courses at the time of application. Co-op consists of 2 work periods separated by at least one study term. Work term duration may be 4, 8, 12 or 16 months.

- Enrolled full-time, 2nd year student in an Engineering undergraduate program
- Maintain an overall CGPA of 5.0 or higher
- Successful completion of at least 60 credits to a maximum of 96 credits before your first co-op
- 30 or more credits at the 2000 level
- After completion of the co-op students must return to York University for full-time studies

# How to Register?

## Summer Work Term

Register between October to December, job search from January to April for positions beginning in the Summer term (April).

## Fall Work Term

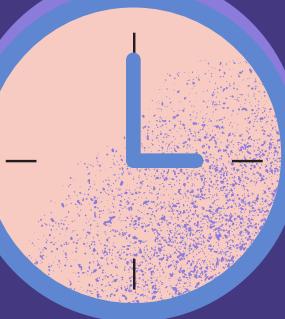
Register in April, job search from May to August for positions beginning in the Fall term (September).

## Winter Work Term

Register before October, job search from October to December for positions beginning in the Winter term (January).

# Jobs on Campus





# WHY IS THIS NECESSARY?

- STUDENTS NEED MONEY!!!!
- Many jobs can be found on campus if you can look in the right places
- Maybe students don't know where to access these resources.





# Peer Mentorship

- If you enjoy what we do, you could be in the same position
- Gain communication and leadership knowledge
- Use the experience from the program to mold it for students in the future



# k2i

Each summer, k2i academy hires York students for four months of full-time work as paid mentors and mentor leads for Bringing STEM to Life.

# YU HIRE

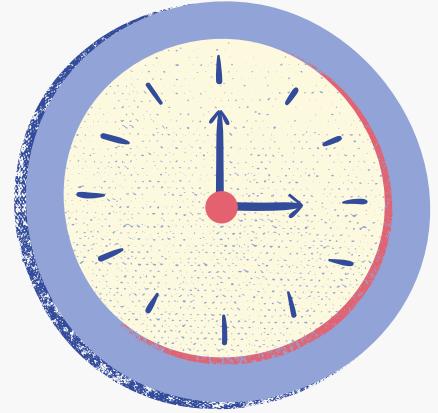
<https://jobs-ca.technomedia.com/yorkuniversity/>

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Your job recommendations

**JOB POSTINGS**

Posting Number	Job Title *	Department/Faculty (BU)	Affiliation *	Band/Salary Grade *	Posting Date
111151	Theatre Technician (Bilingual)	Information Technology Services, Glendon College	YUSA 2 Interim	U06	09-16-2024
110679	Special Programs Assistant	Office of the Dean, Faculty of Health	Work Study	W01	09-16-2024
110553	Special Projects Assistant	School of Nursing, Faculty of Health	Work Study	W01	09-16-2024
111147	Director, Integrated Community Based Learning Network	Office of the President	CPM	G	09-13-2024
111148	Executive Director, Operations and Resource Planning	Office of the President	CPM	I	09-13-2024
111150	Accreditation Committee Project Implementation Manager	Office of the President	CPM	F	09-13-2024
110983	Facilities & Events Assistant	Osgoode Professional Development, Osgoode Hall Law School	YUSA 2 PT	U03	09-13-2024
110814	Technical Director (Stage Production Coordinator)	Vanier College, Faculty of Liberal Arts & Professional Studies	Work Study - LEAP	W03	09-13-2024
110676	Facilities Assistant Lead	Office of the Dean, Faculty of Health	Work Study	W02	09-12-2024
111091	Graduate Program Administrator	School of Public Policy and Administration, Faculty of Liberal Arts	YUSA 1	08	09-12-2024



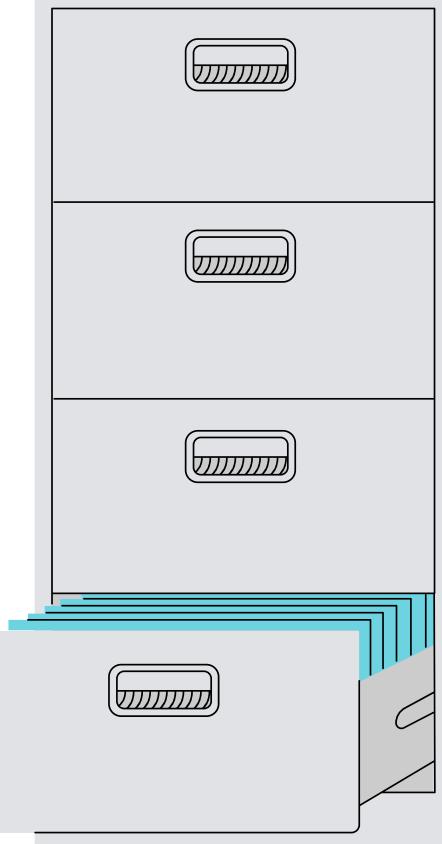
# WORK STUDY

- There are various types of positions and the most common is Work Study!
- There are requirements to these positions and you can check them.
- These requirements could be different for domestic students and international students.



<https://students.yorku.ca/sfs/work-study-programs>

# Resume





FORMATTING?

SKILL FOCUS?

# WHAT DO YOU THINK MAKES A GOOD RESUME?

*Demonstration of Relevant Competence?*

# Statistics Matter.

From Workopolis, Team Stage, Forbes, Gitnux, Career Builder, The Undocover Recruiter

- 1** More than 80% of resumes don't move beyond first screening. Only 1 in 10 reach the hiring manager(s).
- 2** 3% or fewer of resumes lead to an interview.
- 3** Hiring managers, on average, spend 7 seconds scanning any one resume.
- 4** The average resume lists less than half of the keywords found in job description.
- 5** 1 of every 5 recruiters will reject a candidate within 60 seconds of glancing at resume.
- 6** Some metrics say that up to 40% of recruiters may refuse to interview candidates without an online presence.
- 7** 90% of employers use some form of automated Applicant Tracking System (ATS).
- 8** Only 25% of resumes move past this ATS and are seen by a real human.

# What is an Applicant Tracking System?



- Nearly completely universal across the tech industry.
- Software that will automate processes such as:
  - Parsing your resume.
  - Matching skills, keywords, action verbs, key experiences/companies.

# How Do Ensure You Pass ATS?



- Avoid
  - Complex designs
  - Eccentric fonts
  - Lots of graphics
- Stick to .docx/.doc and .pdf formats
  - With .pdf, ensure that text is highlightable/selectable
- Tailor your resumé to the job description
- Try free ATS scanner tools to see the estimated likelihood of common passes, i.e. **[Jobscan Scanner](#)**

# First Focus Needs To Be On Improving Odds

## 3 CRITICAL FACTORS

### Volume

Apply constantly. The more applications, the better. Even if you are not keen on position, use each application process and potential interview as a learning experience.

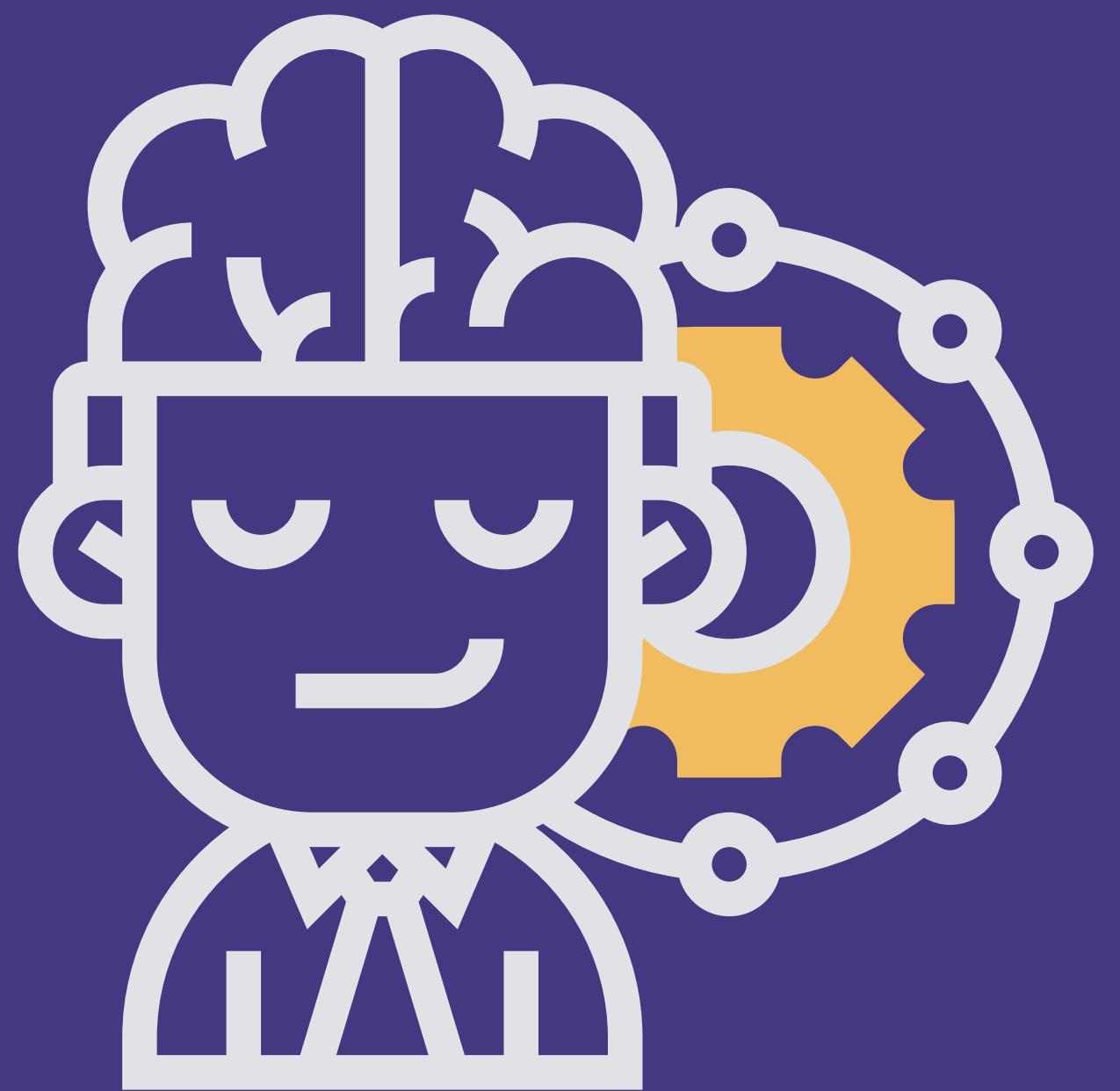
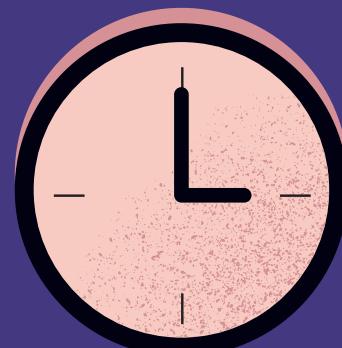
### Networking

Attend networking events, reach out to recruiters/hiring managers on LinkedIn and/or through email, physically show up to companies of interest. Personal connection cuts through hundreds of applications. Always have a 60-second pitch and printed resumes on hand.

### Mitigating Work for Recruiter

For any application and communication, confidently assert why you are fit for the position using non-vague, concrete examples. Picture the checklist the recruiter has - “I have a,b,c skills/values that align me with this position and company in x,y,z ways”. If reaching out, be already applied, include job listing number, and another copy of your application.





## **BUT I DON'T HAVE ENOUGH RELEVANT EXPERIENCE...**

As a student with no professional experience, your resume needs to centre around **EDUCATION**, **VOLUNTEER EXPERIENCE** and **PROJECTS**. Combination of featuring relevant projects done in classes and personal projects.

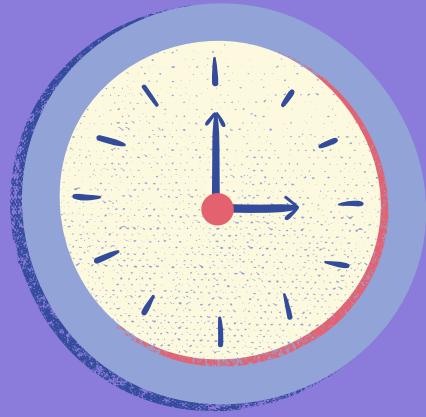
\*Once you gain work experience in the field, it is prioritized

# RESUME FORMAT

- Short, concise, only pertinent and relevant information.
- Ideal length is 1 - 1.5 pages.
- 1.5 - 2 pages (max) reserved for when you have extensive relevant work experience.
- As a new student who lacks experience in the industry, 1.5+ pages is a sign that you are not being concise enough and/or not omitting irrelevant experience.

# RESUME FORMAT

- As a new student you should have your education listed on top unless you have extensive experience.
- You don't want your skills to be the last thing hiring manager look at. Put it after your education section.
- Some like to write objective and it is okay to not have one.



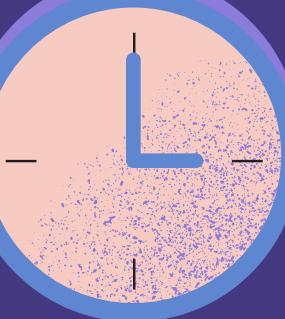
# Resources at York

## **YORKU CAREER CENTRE**

- Book Appointments For
  - Mock Interviews
  - Resume Review
  - General Career Advising
- Online Resources For
  - Constructing Resumes
  - Interviews
  - Cover Letters

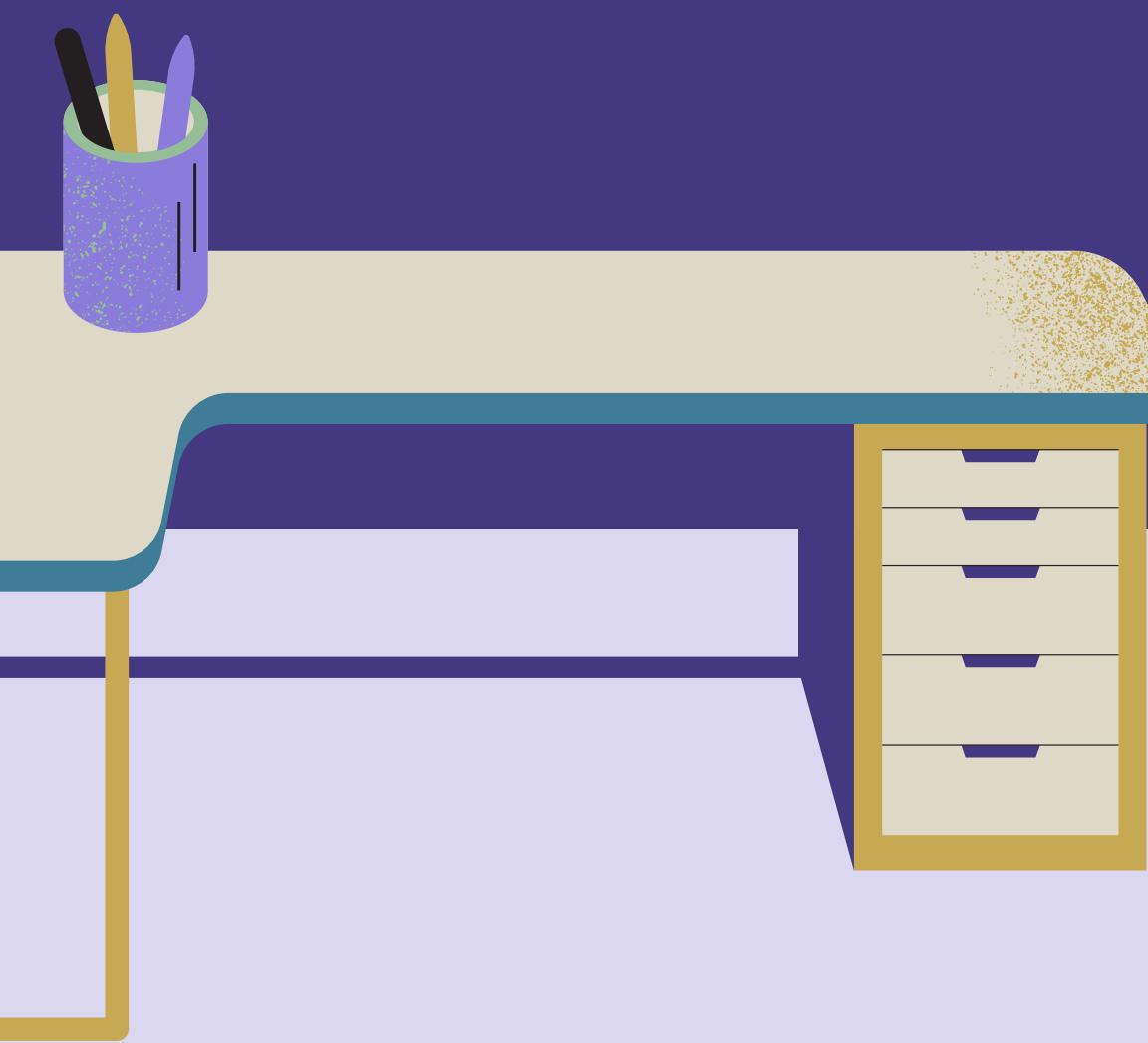
[https://careers.yorku.ca/student\\_topic/write-a-resume-that-highlights-your-accomplishments](https://careers.yorku.ca/student_topic/write-a-resume-that-highlights-your-accomplishments)



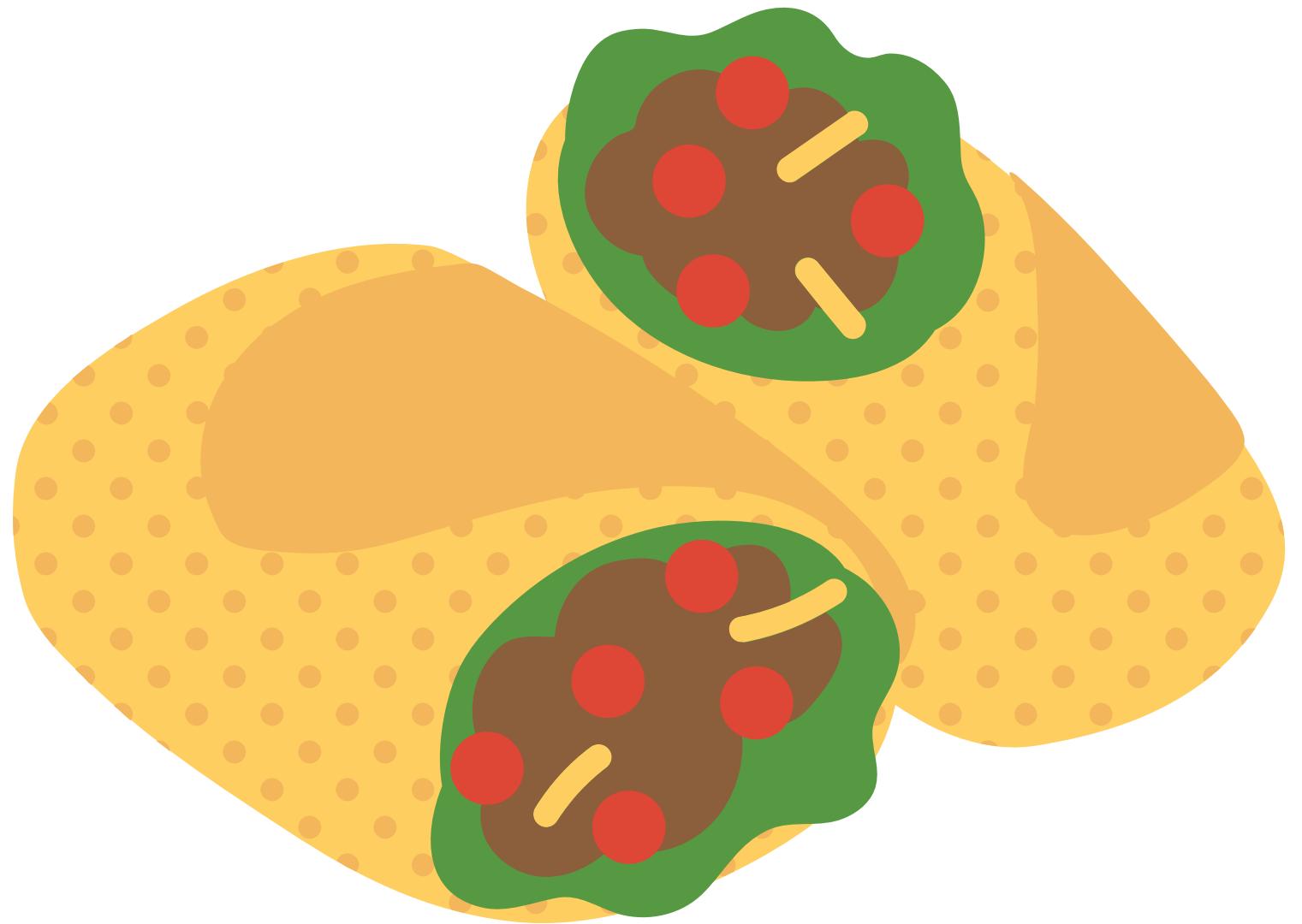


# Feedback Form

## Keele

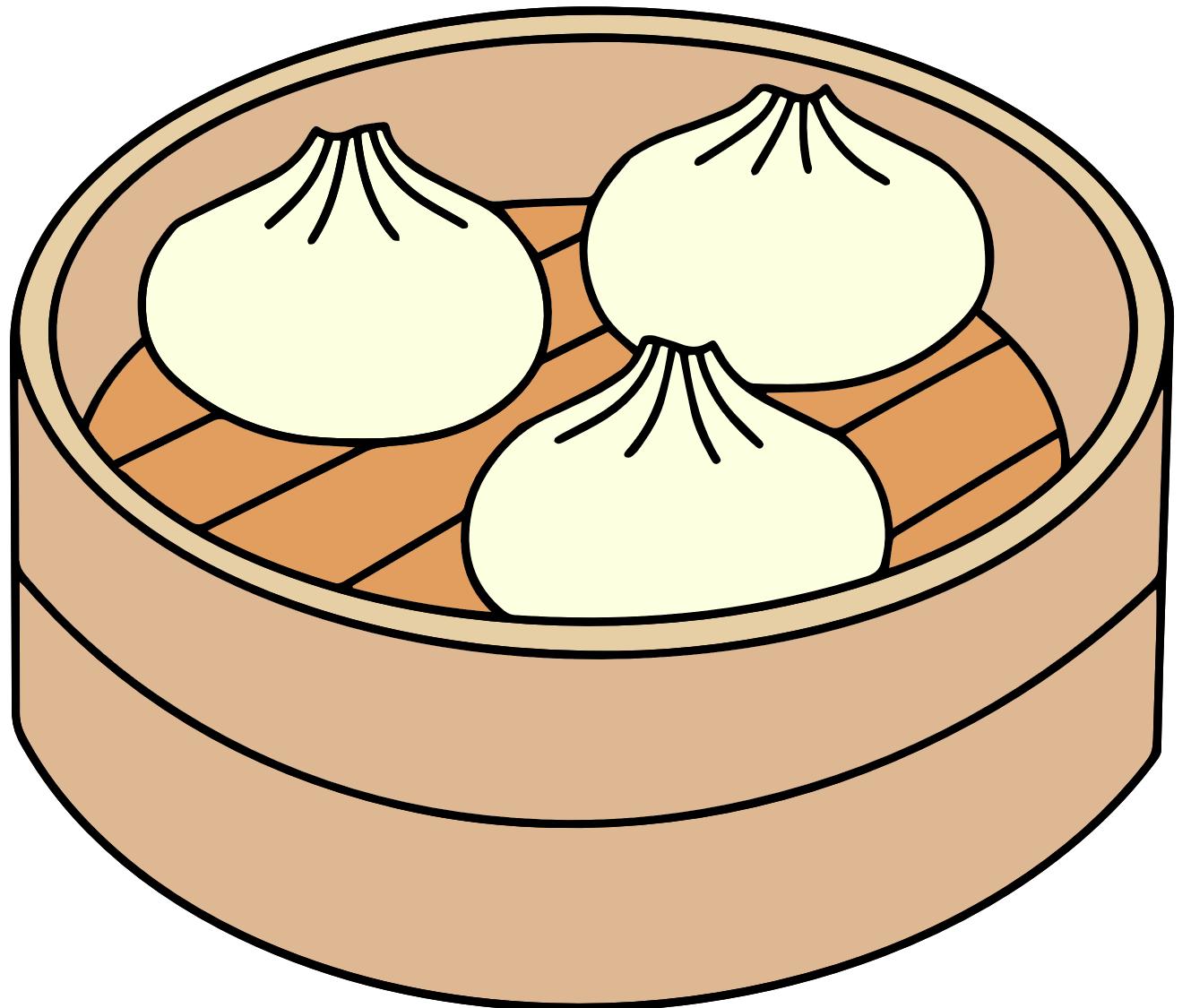


**Is it soup,  
salad or  
sandwich?**



2 mins

**Is it soup,  
salad or  
sandwich?**



2 mins

**Is it soup,  
salad or  
sandwich?**



2 mins