



LOOKING FOR WORK

How to improve your chances of getting hired





GATHER THE NECESSARY INFORMATION

OBTAIN A SOCIAL INSURANCE (SIN) NUMBER: SEE THE SERVICE CANADA WEBSITE FOR INSTRUCTIONS

CREATE / UPDATE YOUR RESUME: TAKE A THOROUGH INVENTORY OF YOUR INTERESTS, SKILLS, ACCOMPLISHMENTS AND EXPERIENCE. MAKE SURE YOUR RESUME REFLECTS ALL THAT YOU HAVE TO OFFER.

GATHER YOUR REFERENCES: ASK PEOPLE WHO KNOW YOU IF THEY WILL SPEAK TO PROSPECTIVE EMPLOYERS ABOUT YOUR CHARACTER



BUILD YOUR CREDENTIALS

VOLUNTEERING IS A GREAT WAY TO BUILD YOUR RESUME AND MAKE YOU MORE ATTRACTIVE TO POTENTIAL EMPLOYERS. YOU GAIN SKILLS & EXPERIENCE AND THE COMMUNITY BENEFITS FROM YOUR INVOLVEMENT & COMMITMENT. IT'S A WIN-WIN!

BEING INVOLVED WITH COMMUNITY GROUPS (CADETS, SPORTS, ETC) IS GOOD TOO!

IF YOU CAN, BUILD YOUR RESUME WITH CREDENTIALS: WORLDHOST, FOOD SAFE, FIRST AID, BRONZE CROSS/MEDALLION SWIM CERTIFICATES, SERVING IT RIGHT, DRIVERS LICENSE, MUSIC OR ART CERTIFICATES AND SO ON.



NETWORK

NETWORKING SHOULD BE AT THE CENTER OF YOUR JOB SEARCH STRATEGY. GET THE WORD OUT TO FRIENDS AND RELATIVES THAT YOU ARE ACTIVELY LOOKING FOR A JOB, AND ASK THEM TO KEEP THEIR EYES AND EARS OPEN FOR ANY OPPORTUNITIES.

ALSO, EXPAND YOUR NETWORK AND JOIN PROFESSIONAL ORGANIZATIONS. SIGN UP FOR JOB SEARCH NEWSLETTERS (EG: WORKOPOLIS) AND E-MAIL JOB BLASTS (EG: INDEED.COM OR COMPANY-SPECIFIC)



MATCH YOUR SKILLS TO THE JOB

WHEN PUTTING OUT RÉSUMÉS, CATCH PROSPECTIVE EMPLOYERS' ATTENTION WITH A SHORT COVER LETTER THAT CLEARLY SPELLS OUT HOW YOUR QUALIFICATIONS MATCH THE SPECIFIC JOB REQUIREMENTS.

ANALYZE THE JOB POSTING AND MATCH YOUR SKILLS TO THE REQUIREMENTS OF THE JOB: CONNECT THE DOTS FOR THE READER, AND MAKE IT OBVIOUS WHY YOU'RE THE PERFECT CANDIDATE FOR THE JOB.



DON'T LEAVE IT TOO LATE!

POTENTIAL EMPLOYERS HAVE TO LOOK THROUGH RESUMES, CONDUCT INTERVIEWS AND MAKE JOB OFFERS. IT TAKES TIME.

START APPLYING IN OCTOBER/NOVEMBER FOR SEASONAL CHRISTMAS WORK.

**RECRUITERS FOR SUMMER CAMP JOBS START RECRUITING IN JANUARY!
BEGIN APPLYING FOR SUMMER JOBS NO LATER THAN THE SPRING, BEFORE COLLEGE STUDENTS RETURN FROM SCHOOL (MARCH OR APRIL).**



UNDERSTAND SOCIAL MEDIA

MOST RECRUITERS NOW USE SOCIAL MEDIA TO 'SCREEN' POTENTIAL CANDIDATES. MANY USE LINKEDIN, SO IF YOU'RE A SENIOR STUDENT, YOU MIGHT CONSIDER CREATING AN ACCOUNT.

DON'T ASSUME AN EMPLOYER WILL ONLY BE CHECKING YOU OUT ON LINKEDIN. THEY MAY ALSO CHECK FACEBOOK, OR EVEN TWITTER AND GOOGLE+. IF YOU CHOOSE TO SHARE CONTENT PUBLICLY ON SOCIAL MEDIA, MAKE SURE IT'S WORKING TO YOUR ADVANTAGE. TAKE DOWN ANYTHING THAT COULD BE VIEWED BY AN EMPLOYER AS UNPROFESSIONAL.



VERIFY THE LEGITIMACY OF ONLINE JOBS

CHECK OUT ANY POTENTIAL JOB OPPORTUNITIES WITH A PARENT/GUARDIAN; THEY CAN HELP IDENTIFY IF IT SOUNDS LEGITIMATE.

RESEARCH THE COMPANY NAME & CHECK TO SEE IF THE PERSON CONTACTING YOU ACTUALLY WORKS FOR THE COMPANY. CONTACT THEM THROUGH THE PHONE NUMBER OR EMAIL PROVIDED ON THE OFFICIAL SITE, AS OPPOSED TO THE CONTACT INFO THE PERSON HAS PROVIDED. IF YOU CHOOSE TO MEET, DO SO ONLY IN A PUBLIC PLACE.

TRUST YOUR INSTINCTS! IF ANYTHING ABOUT THE SITUATION SEEMS WEIRD OR QUESTIONABLE, TRUST YOUR GUT & AVOID A POTENTIALLY DANGEROUS SITUATION



PRACTICE YOUR PITCH

ONE OF THE KEYS TO SUCCESS FOR ANY JOB-SEEKER IS BEING ABLE TO CLEARLY ARTICULATE WHY YOU ARE THE BEST CANDIDATE FOR A JOB; AND AS A TEEN, YOU NEED TO BE ABLE TO SAY WHY YOU ARE BETTER THAN OTHERS WHO MAY BE APPLYING FOR THE SAME POSITION (SUCH AS COLLEGE STUDENTS AND RETIREES).

PRACTICE YOUR RESPONSES TO COMMON INTERVIEW QUESTIONS SO THAT YOU CAN ANSWER THEM SMOOTHLY AND CONFIDENTLY. LET YOUR PERSONALITY SHINE THROUGH; BE POSITIVE AND SHOW ENTHUSIASM



TRY THE 'BEST BETS' FOR TEENS

NOTHING BEATS POUNDING THE PAVEMENT AND HITTING THE MALL OR FAST FOOD RESTAURANTS. BEST TIME TO DROP OFF RESUMES: MID-WEEK – AM, IF POSSIBLE

FAST FOOD JOINTS	GROCERY STORES & OTHER RETAILERS
CHILDCARE FACILITIES	COMMUNITY PROGRAMS & CAMPS
RESORTS AND HOTELS	GOLF COURSES

BUT YOU DON'T HAVE TO BE LIMITED TO TYPICAL TEEN JOBS; YOU CAN ALSO TRY TO FIND JOBS RELATED TO A CAREER INTEREST (SUCH AS WORKING IN A VETERINARIAN'S CLINIC IF YOU HAVE A PASSION FOR HELPING ANIMALS).



BE PREPARED

DON'T APPROACH A PROSPECTIVE EMPLOYER WITH A GROUP OF FRIENDS OR WITH A PARENT. SEARCHING FOR A JOB IS SOMETHING YOU DO ON YOUR OWN.

ALWAYS ASK IF THE MANAGER IS AVAILABLE WHEN YOU GO TO COMPLETE A JOB APPLICATION AND/OR DROP OFF YOUR RESUME; THE MANAGER MAY INTERVIEW YOU RIGHT THERE ON THE SPOT. WEAR APPROPRIATE (MEANING CONSERVATIVE) CLOTHING BECAUSE FIRST IMPRESSIONS COUNT. HAVE YOUR PORTFOLIO OF DOCUMENTS (EXTRA RESUME, CERTIFICATES, REFERENCE LETTERS, TRANSCRIPTS, ETC) WITH YOU



BE PROFESSIONAL

A FEW FINAL TIPS AND THOUGHTS: DON'T HAVE A CUTE EMAIL ADDRESS. SET UP A PLAIN, FIRST-AND-LAST-NAME ACCOUNT THAT IS PROFESSIONAL.

FOLLOW APPLICATION DIRECTIONS: READ THE JOB AD CAREFULLY AND FOLLOW SPECIFIC DIRECTIONS. EMPLOYERS USE ELECTRONIC SCANNING DEVICES TO ELIMINATE CANDIDATES WHO DON'T FILL OUT ALL THE INFORMATION.

SEND A THANK YOU NOTE OR EMAIL AFTER EACH JOB INTERVIEW; IT MAY NOT GET YOU THE JOB THIS TIME, BUT IT MAY BE JUST ENOUGH TO PUSH YOUR APPLICATION TO THE TOP OF THE PILE FOR NEXT TIME THEY'RE RECRUITING.