

Step 3: Preparing for Direct Entry into the Workforce (Year 4)

As a student making final preparations for direct entry into the workforce, I need to:

- Develop an action plan for my work search
- Identify opportunities through my contacts and research

I can start to achieve these goals with the UTM Career Centre by:

- Checking out the “Jobs” tab on the Career Centre website, which includes:
 - On-Campus Opportunities
 - Work Search Strategies
 - Resume & Cover Letter Resources
 - Resources & Links: Preparing for Interviews
- Logging into the Career Learning Network (CLN) to:
 - Access job postings for on-campus, part-time, full-time, summer, and volunteer opportunities
 - Sign up for a resume or cover letter critique
- Identifying the type of work/industry I am interested in by attending relevant workshops, information sessions, and networking events and panels. I can register for all events and workshops on CLN.
- Developing a targeted resume and cover letter by attending a UTM Career Centre Resume and Cover Letter workshop, visiting our Online Resume and Cover Letter Tool Kit, and then booking a Resume Critique online
- Attending a “Now That I’m Graduating, What’s Next?” orientation session if I am looking for full-time employment or am not sure of my next steps after graduation.; attending the orientation also gives access to permanent full-time job postings on CLN
- Going to the “Get Hired: Summer & Full-Time Job Fair” to build connections with representatives from different organizations and learn about a wide range of work opportunities
- Contacting previous employers or other professionals by exploring the Informational Interview Database and connecting with a UTM alumni in my field of interest
- Making an appointment with a Career Counsellor and/or Employment Advisor for individual advice on career options and creating an action plan for my job search