

LOOKING FOR WORK

A PERSONAL ACTION PLAN

1 Know Your Target Area

If you're feeling uncertain about the work you'd like to do:

- Explore Career Cruising with a Career Assistant; make an appointment with a Career Counsellor
- Check out our web site and click on Career Planning > Careers By Major

If you're not sure what skills you have or what employers are looking for:

- Assess your skills in an appointment with a Career Counsellor
- Identify what skills employers want by researching industries and occupations; on our website click on Career Planning > Resources and Links
- Review the information in Career Cruising (the Link is in the resources section of the Career Learning Network)

2 Prepare to Market Yourself

If you know your skills but aren't sure where to start the job search or how to find unadvertised opportunities:

- Check out our web site and click on Jobs > How to Get the Job
- Attend the Learn to Network workshop
- Start using the Directory of Careers (available in the Resources section of CLN) and other resources in the Career Centre
- Review Sample Job Postings (available in the Resources section of CLN)
- Make an appointment to see an Employment Advisor
- Take a look at Labour Market Information (on our website, click on Jobs > Resources and Links)

If you need help writing an effective resume, cover letter and/or LinkedIn profile:

- Attend the Resume & Cover Letter workshop
- Use the online Resume & Cover Letter Tool Kit found on our website under Jobs, then How to Get the Job
- After attending the workshop and/or reviewing the online resources, sign up for a resume critique - sessions held regularly on a first-come, first-served basis. Sign up begins daily at 9 a.m. on the Career Learning Network
- Ask one of our Career Assistants to show you samples of resumes and cover letters
- Attend the LinkedIn Essentials for Job Search Workshop
- Once you've created your profile, schedule an appointment with a Career Counsellor or Employment Advisor to review your LinkedIn profile

If you're nervous about interviews:

- Attend the Effective Interviews workshop
- After attending the workshop, sign up for a practice interview
- Ask one of our Career Assistants to show you books about interviews

3 Use a Variety of Job Search Methods

If you are uncomfortable with your Networking strategy and/or skills:

- Attend a Career Centre Learn to Network workshop
- Check out the Networking resources online (click on Jobs > How to Get the Job) and in the Career Centre Library
- Make an appointment to see a Career Counsellor or Employment Advisor

If you need help identifying additional opportunities

- Visit the Career Learning Network regularly to review the job postings
- Check the Career Centre calendar of events regularly for events on-campus
- Check out additional job search site found on our website under Jobs > Resources Links

If you have been looking for work and are disappointed with what's out there:

- Make an appointment to see a Career Counsellor or Employment Officer

A schedule of all workshops, critiques and other Career Centre events is available online at www.utm.utoronto.ca/careers/calendar.html

To sign up for individual career counselling appointments, please drop by the Career Centre or call us at **905-828-5451**.