Searching for a summer job can be a challenge; you are studying, perhaps looking in a different geographic location than where you live, and timing can be critical. To make this search easier, follow these steps to plan and execute your summer job search.

Step One: Choose a goal
Your summer job can help you accomplish a number of goals: make money, develop skills and gain valuable experience to name a few. As you start your summer job search, think about your goals; what is most important to you right now? This will help you develop and target your list of employers.

1. Develop career-related skills.
   Name 3 skills that are used in careers that interest you.

2. Gain experience in the industry/sector of interest to you.
   What is the industry?
   What types of summer jobs might be available in that industry?
   Is it possible to get volunteer experience in this field?

3. Explore careers or types of work environments.
   Which careers or work environments?

4. Make as much money as possible.
   Is there a minimum wage you must have?
   Have you also considered applying to OSAP in order to have a back-up financial plan?

5. Have a fun job.
   Try to come up with several examples of jobs you would find to be enjoyable.

6. Combine work with education? Travel?
   How many weeks would you be available to work?
   Any particular destination for travel?
   Where would you study?

7. Learn more about yourself in relation to work as part of your longer term career planning.
   Are there some particular likes & dislikes you would like to target? e.g. type of tasks, skills, type of supervisor, work alone or with others, team work, deal with public, importance of colleagues, variety, work pace, time pressures.

8. Gain work experience; I don’t have a lot of experience currently
   What skills and abilities do you have that you could use to market yourself to an employer; they could be from volunteering, extra-curricular activities or your academics

9. Other. Please describe as specifically as possible.

Choose your top two goals for this year’s summer job search.

Step Two: Find out where the jobs are
With your goals in mind, think about where to find jobs that fit your goals. For example, to find jobs related to certain careers, use the occupational information in our Career library or the Career Cruising website to read about the pathways that people take to reach their career goals and the types of organizations where they gained experience. Consider taking on positions that expose you to the career if you aren’t currently qualified for it e.g. being a receptionist, clerk or assistant.

To locate specific organizations and industries, use the directories in the Career Centre Resource Library. Using these, you can put together a list of potential employers. If you just aren’t sure how to start, one of our Career Assistants can help; just come in to the Centre.

Step Three: Develop your targets – Organizations, People and Places

1. Target specific organizations or types of organizations
   - Go to their websites to see if they have a summer postings section.
   - Read their careers section to identify specific departments that interest you.
   - Check your contacts to see if they know anyone in the organization.
   - Initiate contact with the organization.

Below are some sites with links to professional associations that may advertise jobs & feature career information: http://www.canadiancareers.com/sector.html AND http://www.utm.utoronto.ca/careers/professional-associations

Print copies of employer directories are in the UTM Career Centre. These resources can help you identify other, similar, potential employers.

2. Target People Who Can Help You Through Networking. Up to 80% of jobs never get advertised; you find them through talking to people and gathering information and job leads. Identify specific people in your personal and professional networks. Then start contacting them to tell them the types of jobs you’re looking for and the kinds of skills you can offer.
Ask them:
- Are you aware of this kind of work in your organization?
- Can you suggest someone in another organization that I might contact about this kind of work? May I say you gave me their name?
- Do you have any other suggestions about how I might find this kind of work?
- Do you know of other organizations where this kind of work exists?
- Ask your friends, older siblings and cousins about jobs they’ve had but no longer want, jobs they might be leaving, to listen for the type of job you want, to let their network know about the type of job you want, to get ideas from them about how to find the kind of job you want.

In order to effectively network it is essential to be prepared!! Ensure to plan in advance, know the organization and attend as many networking functions as you can. When attending networking functions, keep a specific goal in mind and prepare effective, well researched questions to ask. Also, force yourself to circulate and keep track of everyone you speak to and how they may help you. For further information and more tips, visit the Career Centre and pick up our ‘Effective Networking’ Tip Sheet.

- Target geographically. Want to work in a specific geographic area?
  - Walk/drive/bus around the area and list organizations that you can approach.
  - Plan a campaign to call or walk in with your resume. Follow up is the key here. Get the name of the hiring manager and call or email them to follow up.
  - Use the Chamber of Commerce directory to identify potential organizations:
    - For Ontario: [http://www.occ.ca/chamber-network-directory/](http://www.occ.ca/chamber-network-directory/)
    - Walk-in campaign. For some sectors such as retail and hospitality, walk-in is an appropriate method. Bring copies of your resume with you. Follow up. Want support? Go with a friend however approach businesses separately so that you can make an impression for yourself.

Step Four: Search Advertised Positions. Competition is highest with this method; others can see the opportunities and apply for them, so you could be competing with many candidates. However, it is still worth using as someone is going to get the job!
- Check electronic and print postings. Tip: Start now and check on the same day each week (more often, if possible). Identify several sites or print resources that seem to have the kinds of jobs you’re targeting and spend most time there.
- Check the CLNx for jobs on and off campus and casual jobs – check often at [clnx.utoronto.ca](clnx.utoronto.ca)
- Locate government summer programs; check our website at [http://www.utm.utoronto.ca/careers/summer-part-time-work](http://www.utm.utoronto.ca/careers/summer-part-time-work)
- Check for job fairs (industry-specific e.g. tourism, hospitality or geographic location specific e.g. Mississauga). The UTM Career Centre Get Hired Job Fair is held in early January each year.
- Use government-sponsored summer student employment centres.
  - For Ontario, visit: [https://www.ontario.ca/page/summer-jobs-students](https://www.ontario.ca/page/summer-jobs-students)
  - For government-funded summer opportunities across Canada, visit: [https://www.canada.ca/en/services/jobs/opportunities/student.html](https://www.canada.ca/en/services/jobs/opportunities/student.html)

Other Alternatives:

Approach an employer and propose applying for a government grant (Summer Company Program – see link above for the Summer Employment Programs pdf).

TIPS FOR INCREASING SUMMER JOB SEARCH EFFECTIVENESS:
- Use multiple methods - Spend most of your time on pro-active methods, since they’re more effective.
- Start now - Set aside a specific time daily or weekly to work on summer job search. Use it to target, locate leads, research, prepare applications, and network.
- Get feedback now on your resume and cover letter - Attend a Resume & Cover Letter workshop and/or use the On-line Resume and Cover Letter Toolkit [http://www.utm.utoronto.ca/careers/resume-cover-letter-resources](http://www.utm.utoronto.ca/careers/resume-cover-letter-resources) to get ideas on how to improve your resume and cover letter. Then have a critique.
- Appointments are same day sign-up via CLNx.
- Don’t give up. Persistence and follow up are key.
- Get support from friends and/or family. Partner with a friend or form a job search group. Ask your don, your TA and upper year students in your departmental club for advice from their experience. Brainstorm ideas, share leads, help each other take action.
- If your goal is very discipline-specific, make sure to ask your professors, TAs, and upper year students for ideas and advice.

Please note that this information is subject to change. Refer to original sources for most up to date information. (Updated May 2019)