

Activity 2:

Read about how to find a job.

Successful job search requires planning. Here are some helpful tips to help you get the job you want. Use these tips to perfect your approach to job hunting. To find a job, you can:

1. Research employers you wish to work for. Most companies have a "Careers" section on their website, where job postings will be listed. Check the company's website to see what they do. Research the skills required for the job you are applying for.
2. Get help from a recruiting agency. These agencies can search for jobs of your interest on your behalf.
3. Go to a job fair in your city or town. A job fair is an event where employers and job seekers meet and discuss job opportunities.
4. Use job boards and career websites, for example, Job Bank is one of the most popular job boards in Canada.
5. Know your goals. Know what you want to achieve finally.
6. Plan your job search. Decide how much time you will spend everyday to search for jobs.
7. Update and customize your resume and cover letter according to the job you are looking for.
8. Prepare a list of references. Talk to the people who you are sure will talk good about you.
9. Prepare for in-person and telephone interviews. You can prepare by finding interview questions and thinking about how to answer them.
10. Follow up with hiring managers. Always send a thank you message to the managers after the interview.
11. Improve your skills continuously. Consider internships, volunteer opportunities, part-time positions, and other temporary roles while you continue applying for jobs that interest you.

Discuss with your partner and write the steps you'll take for your job search.

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