

5 EASY STEPS TO FINDING A SUMMER JOB

Finding a summer job requires a lot of preparation and strategy if you are going to find a job that suits you. By following these five easy steps, you can prepare for your job search and be ready to find opportunities in a very competitive job market.



Step #1: Identifying Your Interests

The first step in finding employment is to decide what type of work you would like to do. If you have a good understanding of your interests, skills and talents, then you are in a better position to find a job that is a good fit for you.

Why is this important?

Knowing your interests, skills and talents helps you to develop an appropriate resume for your skillset and is more likely to get you noticed by potential employers. This also helps with your confidence with expressing your qualifications during a job interview.

Research shows that people who enjoy their jobs are often happier in general, are more productive at work and stand the best chance of getting promoted.

Tips:

Start with your interests. Make a list of things you like to do (eg:hobbies, skills, interests, etc). Hang on to this list and refer to it when you start to develop your resume.

2.. List all the experiences you would like to try, the places you would like to go, and goals you would like to accomplish in the future. The sky's the limit! Do not exclude items because they seem impossible or because you do not presently have the skillssets or means to achieve a goal. In short, dream BIG!

Still not sure where to start? Try the these;

Resources

InspireNB / Career Cruising: <http://inspirenb.ca>

Services for Youth: www.youth.gc.ca/eng/topics/career_planning/interests.shtml



Step #2 : Researching Job Opportunities

Now you are ready to explore the different job opportunities that exist in New Brunswick and the companies that provide these job opportunities. This is referred to as "labour market information".

Why is this important?

If you know where to look for job postings and how to network with employers to find jobs, you can save yourself a lot of time and frustration.

By researching companies, you may find a job that is well suited to your skills, interests and field of study. This can also help you to weed out companies that you are not interested in working for, allowing you to prioritize your job search.

Tips:

1. Start with job banks like www.nbjobs.ca to see what types of jobs are available and if you have the skills required. If you are interested in a job but do not currently have the skills required, take note and research what skills are needed for those jobs, so you can decide if you would like to obtain those particular skills in the future.
2. Research companies on the Internet and talk to people you know who work at places of employment where you are interested in working to find out more about what the employer does. You may also reach out to people who you do not know through networking. This is especially a good thing to do before going to a job interview!

Resources

Occupational Profiles: <http://www1.gnb.ca/0105/op-pp/Default.aspx?l=e>

Information on Industry Sectors in New Brunswick:

http://www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour/People/content/LabourMarketInfo/SectoralIndustrialInformation.html



Step #3: Develop an Action Plan

Up until this point, we have looked at establishing your job interests and how to research where to find jobs to match your interests. Now you need a plan to get there!

Why is this important?

One reason that some job seekers do not succeed at finding a well suited job is disorganization. If you are not organized, you might miss important application deadlines, forget to follow up with resumes you dropped off or worse - miss an interview!

Tips:

1. Have you thought about how your summer job might provide you with skills that would look good on your resume? It is not too early to think about how a summer job might help you in getting into specialized training or otherwise boost your career.
2. Get references. Ask people who can speak positively about your capabilities in school or at work if they will be a reference for you. Try to obtain at least three professional references.
3. Keep good records of the dates you submit resumes. Follow-up with employers and job posting deadlines.
4. Identify your allies. Ask your parents, friends, former employers and teachers if they know of any employers who may be hiring. Do not hesitate to ask for help. You do not know who may be able to find some great job leads for you until you ask.

Resources

Choosing References: <http://www.youth.gc.ca/eng/topics/jobs/references.shtml>

Networking: <http://www.youth.gc.ca/eng/topics/jobs/looking.shtml>



Step #4: Workplace Essential Skills. Workplace Essential Skills (WES) are the skills needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change and challenges.

Why is this important?

The Government of Canada conducted a national survey of employers and discovered that there are nine Workplace Essential Skills that employers look for when hiring people and when promoting them within their companies.

Tips:

1. The nine skills you should continue to improve are reading, writing, numeracy (math), computer literacy, document use, critical thinking, oral communication, working with others and continuous learning.

2. These skills are what employers focus on during the interview process. So if you have strengths in any of these skill sets, make sure you promote them to the employer!
3. The good news is that these skills are built into the school curriculum so you are practicing them everyday.

If you feel you are especially strong in any of these skills, find opportunities for extra training or ways to practice to get stronger.

Resources

Make sure you download the “Summer Jobs Checklist” on www.nbjobs.ca. This is a really easy way to make some decisions about what types of jobs will benefit you the most and build the Workplace Essential Skills you will need for a successful career!

Essential skills profiles are available that describe how workers in various occupations use each of the key essential skills.

http://www.esdc.gc.ca/en/essential_skills/profiles/index.page



Step #5: Job Search Strategies. This final step is all about the marketing tools and strategies to help you get noticed by employers. Remember to do your follow-ups and networking identified in Step #3 (your Action Plan) as a good job search requires good tools and planning.

Why is this important?

Your cover letter and resume are often your first (and sometimes only) chance to make a good impression on a potential employer. If your documents are well structured, well written and showcase your strong skills sets effectively, the employer may want to contact you for an interview

Tips:

1. Download the free tools provided on the www.nbseed.ca website. They can help you with your job search.
2. You can use resume templates but attempt to do your own resume instead of getting someone else to do it. Why? Because taking the time to think about, write and edit it so that it looks professional is also helping you to rehearse the information so that you are prepared for your interview.
3. Create a generic cover letter and resume and keep a digital copy so you can customize it quickly and easily for different employers.

Resources

If you are having difficulty with your job search, you should contact one of the regional offices of the Department of Post Secondary Education Training and Labour and ask to meet with an employment counsellor to review your job search.

http://www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour/People/content/employment_development_offices.html

There are many Career Information Centres and Work Rooms available throughout the province to assist you with your summer job search. These are funded by the Province of New Brunswick and free for you to use.