

Five easy steps to finding a summer job

Finding a summer job that suits you requires you to prepare and plan. By following these steps, you can be ready to find a job in a very competitive market.



Step 1: Identifying your interests

Decide what type of work you would like to do. If you have a good understanding of your interests, skills and talents, you are in a strong position to find a job that is a good fit for you.

Why is this important?

Knowing your interests, skills and talents helps you develop a resumé that is appropriate for your skillset and is most likely to be noticed by employers. This is also a way to help you express your qualifications confidently 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 than those who do not enjoy their jobs.

Tips:

1. Start with your interests. Make a list of things you like to do (eg: hobbies, skills, interests). Refer to this list while developing your resumé.
2. List all the experiences you would like to try, the places you would like to go and the goals you would like to accomplish in the future. Do not exclude items because they seem impossible or because you do not yet have the skills or means to achieve a goal. Dream BIG!

Still unsure where to start? Try the these resources;

Resources

- InspireNB / Career Cruising:
<http://inspirenb.ca>
- Government of Canada (Services for Youth) - Identifying your interests:
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?

You can save time and frustration if you know where to look for job postings and how to network with employers.

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 weed out companies for which you are not interested to work, allowing you to prioritize your job search.

Tips:

1. Start with job banks such as www.nbjobs.ca to see the available jobs and if you have the skills required. If you are interested in a job but do not currently have the skills required, take note so you can decide if you would like to take steps to obtain them.
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 smart to do before going to a job interview!

Resources

- Department of Post-Secondary Education, Training and Labour (Occupational Profiles):
<http://www1.gnb.ca/0105/op-pp/Default.aspx?l=e>
 - Department of Post-Secondary Education, Training and Labour (Information on Industry Sectors in New Brunswick):
http://www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour/People/content/LabourMarketInfo/SectorallIndustrialInformation.html
-



Step 3: Develop an Action Plan

Until now, you 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 resumés 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 resumé? 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 accurate records of the dates you submit resumés. 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

- Government of Canada (Services for Youth) - Choosing references:
<http://www.youth.gc.ca/eng/topics/jobs/references.shtml>
 - Government of Canada (Services for Youth) - 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 adapt to workplace change and challenges.

Why is this important?

The Government of Canada conducted a national survey of employers. It discovered there are nine Workplace Essential Skills for which employers look when hiring and promoting.

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 practising them everyday.

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

Resources

- NBjobs.ca (Summer Jobs Checklist):
www.nbjobs.ca

This is an 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!

- Government of Canada (Essential skills profiles):
http://www.esdc.gc.ca/en/essential_skills/profiles/index.page

These profiles describe how workers in various occupations use each of the key essential skills.



Step 5: Job Search Strategies. This final step is about the marketing tools and strategies to help employers notice you. 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 resumé 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 at www.nbjobs.ca. They can help you with your job search.
2. You can use resumé templates. Try to do your own rather than ask someone else to do it. Why? Because taking the time to think about, write and edit it so that it looks professional help you to rehearse the information and be prepared for your interview.
3. Create a generic cover letter and resumé 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, contact one of the regional offices of the Department of Post Secondary Education Training and Labour . Ask to meet with an employment counsellor:

- Department of Post-Secondary Education, Training and Labour (Employment Development Offices):
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 Room Career Resource Centres available throughout the province to help you find a summer job. These are free to use and are funded by the Government of New Brunswick.