

Job Search Activity Guide

Job search takes time and dedication; incorporating various techniques in your search will enhance your chances of success. Please use this list of job search activities and tips as a guide in your search for employment.

Targeted Applications: Apply for positions that align with your experience and education. Tailor your cover letter to highlight your strengths and qualifications.

Job Search Engines: Utilize reputable job search engines such as Job Bank, Indeed, Career Beacon, Workopolis, as well as viewing Career sections on company websites, to explore various opportunities.

Job Boards: Utilize reputable job boards to explore various opportunities. Regularly update your profiles to increase visibility among potential employers.

Networking: Establish and nurture professional connections. Attend industry-related events, connect with professionals on LinkedIn, contact friends/family/former coworkers and join relevant online communities. Networking often opens doors to unadvertised opportunities.

Hidden Job Market: Connect with places of interest to ask if they anticipate hiring soon and if they would welcome your resume. This is known as “cold calling” and can be an excellent way to express interest.

Follow-Up: After submitting applications or attending interviews, proactively follow up with employers. This demonstrates your enthusiasm and commitment to the position.

Job Fairs: Participate in job fairs to meet recruiters and learn more about potential employers. These events provide valuable insights and networking opportunities. Be prepared that sometimes employers will interview on the spot. Have copies of your resume on hand and references ready.

It is important to complete the Job Search Log as you carry out your job search activities and submit these to your case manager regularly. Your case manager will review these documents with you and provide additional support and feedback as needed.