



## **Top Tips for Finding A Job**

1. Create a professional and effective resume and cover letter
2. Use job banks
3. Research companies
4. Network to create your own opportunities

## **Create a Professional and Effective Resume and Cover Letter**

It is essential to have an effective resume and cover letter when job searching. This is the first step you should take when applying for jobs. Consider the following:

- Attend a Resume Session in the Career Zone to learn how to properly write a resume and cover letter
- Attend a Resume Review Day in the Career Zone for an individual review
- Try using the resume builder tool on [www.biginterview.com](http://www.biginterview.com)
- Have your resume reviewed by a professional in the industry
- Use the job description to build your resume and cover letter to show how you specifically match the job requirements

## **Search for Jobs Using Job Banks**

Job banks are a useful tool when searching for employment. However, they are not the only means of job searching. They are a useful starting point. There are a variety of job banks, such as:

- Lakehead University Job Bank ([mysuccess.lakeheadu.ca](http://mysuccess.lakeheadu.ca))
- Indeed.com
- Anyintern.com
- LinkedIn Job Bank
- Government of Canada Job Bank ([jobbank.gc.ca/home](http://jobbank.gc.ca/home))

## **Research Companies and Check Company Websites**

It is important to research companies when job searching. You must make sure you are a good fit for the company, and want to work for the company as much as the job. Company websites often host their own job banks, and do not post on general job banks.

- Be sure to research companies, not just job titles. This opens up more job opportunities
- Research the company mission and values to ensure you are a good fit for the company
- Search for a “careers” or “jobs” section on company websites

## **Network to Create Your Own Opportunities**

Research shows that 80% of jobs are not posted on job banks. Networking creates a wide range of employment opportunities. Consider the following:

- Attend events that allow for networking opportunities, such as the Lakehead University Career Fairs
- Create a LinkedIn account
- Join RBC's Ten Thousand Coffees to network with industry professionals
- Practice your networking skills through a Career Zone networking workshop, coffee chat, etc.