



Job Search Help for students in Graduate & Professional School

3 Tips and an Invitation

Job search isn't always the first thing that comes to mind in summer...but for graduate & professional school students, it's often a close second. Career Services wants to help you gear up and get going so that you can find the work you want. Here are some tips to get you started.

Tip 1

Discover "hidden" jobs through direct connections

For non-advertised jobs (of which there are many), avoid Human Resources. Instead, write to and/or talk to the person who is in charge of the work you want to do. One way to find workers is through related professional and industry associations—and we have the Associations Directory. Learn more about making great connections by dropping into Career Services during the August Job Search Drop-Ins.

Tip 2

Get noticed in a positive way—tailor your CV and Resume

Address the particular needs of every potential employer by customizing your application to them, their organization and their field. This might mean converting your CV (that long document listing all things academic) to a resume (a succinct two-pager) that speaks to industry or policy or whatever niche you're targeting. It means re-tooling your cover letter to show how you can contribute specifically to their projects. Career Services has samples of job search correspondence (one resource: *Queen's Best Resumes and Cover Letters* (includes CVs too!). Take a look at it and others at Career Services all month, and come with your questions to our August Job Search Drop-Ins.

Tip 3

Invest a little time in an online find

If you haven't already used Canada's University Affairs, take a look today. <http://www.universityaffairs.ca/> Online subscriptions are free, career handbooks are downloadable, job postings are searchable and career resources are plentiful. Whether you're staying in or stepping away from academia, you'll find lots to consider in the Career Sense blog and the list of most popular articles. Keep in mind, too, that you can read the print version of University Affairs at Career Services—while you have a study break and connect with helpful staff. Check out in our current display in our Information Area and talk to us at August Job Search Drop-Ins.

Your invitation

Come to
Career Services
for the

August Job Search Drop-Ins

for students in Graduate
& Professional School

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| Tues Aug 11 | 1:30 - 2:30 pm |
| Wed Aug 12 | 1:30 - 2:30 pm |
| Thurs Aug 13 | 1:30 - 2:30 pm |
| Tues Aug 18 | 11am - 12 noon |

3rd floor Gordon Hall
(below Grad Studies)

BONUS: We'll have a resource display for you throughout the month, and you can also book a Career Counselling appointment via our website careers.queensu.ca