

Starting Your Job Search

Searching for a job goes beyond simply checking online job boards. A successful approach includes networking, gaining unpaid work experience, exploring on-campus opportunities, and researching organizations that align with your interests and career goals. By using a variety of strategies, you'll uncover hidden opportunities and build valuable connections that support your long-term success.

Pre-Graduation Work Experience

Explore on- and off-campus opportunities to gain experience before graduation. These roles help you build skills, grow your network, strengthen your resume, and learn about potential careers. Explore the university website for opportunities such as co-ops, work-study, field courses, practicums, and research/teaching assistantships.

There are also programs specifically catering to university students who are looking to build their job skills. Look at places such as *STEP Services*, or the *Federal Student Work Experience Program*.

Look for internships and volunteer positions related to your field. Mixing paid and unpaid roles will allow you to gain valuable experience, references, and future job prospects.

Online Job Boards

Job boards have become one of the most popular methods for employers to connect with prospective hires. Not all job boards are suited to every job search, so it's important to consider the type of work you seeking, and make sure the board you are using is compatible. *Indeed* and *Workopolis* are popular sites with employers, but they also are susceptible to scam job postings and caution should be exercised.

Government job boards can help you find a job locally. The City of Winnipeg (winnipeg.ca/careers), Government of Manitoba (jobsearch.gov.mb.ca), and Government of Canada (jobbank.gc.ca) all host job websites.

Social Media

Employers use social media sites such as *LinkedIn*, *Facebook*, and *Instagram* to advertise to prospective employees. LinkedIn is specifically designed to encourage networking opportunities and hosts a robust job board.

Company Websites

Many companies host Careers or Employment pages with a list of current job opportunities. If you've identified specific employers you would be excited to work with, make sure you are checking regularly for posted positions.

Professional Associations & Publications

There are many industry- and occupation-specific organizations that provide access to networking opportunities, career resources, and job boards. Search out websites, journals, or other publications related to your job search.

Career Fairs & Networking Opportunities

Events that bring together job seekers and potential employers are the perfect place to make connections, gain valuable career knowledge, and create a strong first impression. The UW Career Fair is held every January.

Protect Your Information

Scammers often use fraudulent job postings to steal information, money, and even identities from unsuspecting job seekers. Think critically and do your research: look outside the posting, ask questions, guard your personal information, and do not be afraid to say, "NO!".



Job Search Worksheet

Identify the types of jobs you want to search for

Create a job search which focuses on your interests and goals. You can start with a broad search, and narrow it down as you learn more about what is available and what you are interested in. List three keywords to help you with the search:

1.

2.

3.

If you are not sure where to start with your search, check out our [Career Exploration Worksheet](#), or take a look at the [Career Pathfinders](#) at (uwinnipeg.ca/career-services).

List places you would like to search

Online Job Boards

Social Media

Company websites

Other

Get ready to connect with employers

Prepare in advance to take advantage of any opportunities that may present themselves as you search for a job:

- Create an elevator pitch which markets your best qualities for employers. [Career Services' Networking Worksheet](#) can help you do this.
- Create business cards to serve as a mini resume.
- Update your resume and cover letter (tailored to particular jobs). For help, see our [Cover Letter & Resume Worksheets](#).
- Gather all necessary documents (SIN, Work Permit, Permanent Residency Card).

Prepare for the next step

It's never too early to be practicing your interview skills. Interviews are often a required part of the job application process, and making a strong impression can mean the difference between getting a job offer or not. For advice on how to prepare for this next step, check out our [Interview Preparation Worksheet](#).