

# Strategies to Successful Employment

Strategies	Action Required
Up-to-date: <ul style="list-style-type: none"> <li>● Resume</li> <li>● Cover letter</li> <li>● References</li> </ul>	<ul style="list-style-type: none"> <li>● Update on your own</li> <li>● Seek professional training and/or Employment Counsellor</li> <li>● On-line supports</li> <li>● Contact and confirm at minimum 3 professional references</li> </ul>
Research and Reach-Out for current employment opportunities.	<ul style="list-style-type: none"> <li>● Attend Career Fairs, Tradeshows &amp; organization run job fairs.</li> <li>● Research company websites</li> <li>● Reach-out to former employers, supervisors, employees etc.</li> <li>● Network with friends, family, post on social media site etc.</li> <li>● Employment Centres, Public Library, Social Media sites etc.</li> </ul>
Accessing employment opportunities that are not posted yet.	<ul style="list-style-type: none"> <li>● Social media sites</li> <li>● Volunteer work</li> <li>● Networking /telecommuting</li> <li>● Community events, social gatherings etc.</li> </ul>
Make yourself “Reachable”; tell people what you are looking for. Sometimes it’s who you know...	<ul style="list-style-type: none"> <li>● Contact your networks</li> <li>● Update your professional profile site – LinkedIn, Facebook, twitter, etc.</li> </ul>
Sign up online for current and new job postings.	<ul style="list-style-type: none"> <li>● Make the time to sign up, get password and download your resume/profile</li> <li>● Log in a few times a week to see what’s available</li> </ul>
Meeting the requirements of the job application	<ul style="list-style-type: none"> <li>● Ensure you meet the deadline for application. Ideally, send your application, resume, cover letter and references before deadline.</li> <li>● Follow the directions on job posting. Double check!</li> </ul>