

YOUR JOB SEARCH

Your project plan will help you to structure your job search to focus your research, talk to people effectively, and monitor your progress so you stay on track to success.

YOUR OBJECTIVE

What type of work are you looking for?

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TARGET MARKET

Where do you want to do this work?
(industry or geography)

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SEARCH KEYWORDS

What Job Search Keywords have you used so far? (Make note of keywords that yield the best results)

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TARGET LIST

What specific companies and organizations are you interested in? (Make note of what is appealing)

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ELEVATOR PITCH

How can you create interest in your career with a few words?

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| Network: | Pitch (objective + target market + skill/experience) |
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KEY RESOURCES

What important books, professional associations, or websites do you need to check out?

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| <ul style="list-style-type: none">• Canadian Company Capabilities (google it)• www.linkedin.com/alumni• www.eluta.ca, www.indeed.ca• www.yellowpages.ca• http://library.queensu.ca/research/guide/business (Factiva, FPAdvisor)• http://www.kingstonchamber.ca/index.cfm/business-directory/• www.workinculture.ca/Thegb-Board• www.charityvillage.com | <ul style="list-style-type: none">• www.goodworkcanada.ca http://oen.ca/dir/• www.ccic.ca/whoswho/• www.contactcanada.com/database/freesearch.php• www.engineeringbluebook.com/• www.acec.ca• http://www.cmc-canada.ca/ |
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* Based on the ideas presented in Orville Pierson's *The Unwritten Rules of the Highly Effective Job Search*.

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LINKS & RESOURCES

My Career Job Postings - Regular Job Postings, On Campus Recruiting, Summer Work Experience Program (SWEP), Work Study, Queen's Undergraduate Internship Program (QUIP)

Job Search Boards/Resources (some specifically dedicated to job search during COVID-19)

<https://www.jobbank.gc.ca/jobsearch/> | <https://www.jobbank.gc.ca/findajob/resources/covid19>
<https://www.ontario.ca/page/jobs-and-employment>

Local employment agencies (use search engine)

<https://www.linkedin.com/jobs/>
<http://www.eluta.ca/> | <http://www.indeed.com/> | <http://www.monster.ca>
<http://www.charityvillage.com/>
<http://www.goodwork.ca/>

<https://www.linkedin.com/feed/news/whos-hiring-canada-4531435/>
<https://www.themuse.com/advice/companies-hiring-during-coronavirus-covid-19>
<https://dailyhive.com/vancouver/90-companies-currently-hiring-canada-coronavirus>
<https://www.themuse.com/advice/10-amazing-companies-canada-that-are-hiring-right-now>

Labour Market Information

<https://www.jobbank.gc.ca/trend-analysis> | <https://www.ontario.ca/page/labour-market>

Networking

LinkedIn

Queen's Connects—<https://www.linkedin.com/groups/8154377/>

Queen's University alumni page—<https://www.linkedin.com/school/queen's-university/alumni/>
<https://careers.queensu.ca/linkedin-further-resources>

Associations Canada (directory in Career Information Area)

Governmental Programs

Federal Student Work Experience Program (FSWEP) <https://www.canada.ca/en/public-service-commission/jobs/services/>

[recruitment/students/federal-student-work-program.html](https://www.canada.ca/en/public-service-commission/jobs/services/recruitment/students/federal-student-work-program.html)

Research Affiliate Program (RAP) <https://www.canada.ca/en/public-service-commission/jobs/services/recruitment/students/>

[research-affiliate-program.html](https://www.canada.ca/en/public-service-commission/jobs/services/recruitment/students/research-affiliate-program.html)

Canada Summer Jobs Program - via Job Bank

Ontario Public Service <http://www.gojobs.gov.on.ca/> Summer Employment <https://www.gojobs.gov.on.ca/Pages/SEP.aspx> Summer Company - <http://business.kingstoncanada.com/en/summer-company-program.asp>

YOUTH LINK (Federal Government HRDC) Search youth.gc.ca

Business Directories

Canadian Company Capabilities - <http://www.ic.gc.ca/eic/site/ccc-ec.nsf/eng/home?OpenDocument>

Contact Canada <http://www.contactcanada.com/database/freesearch.php>

KEDCO <http://business.kingstoncanada.com/en/>

<http://livework.kingstoncanada.com/en/>

Other resources, e.g., Chamber of Commerce or Board of Trade

Freelance Websites

<https://www.fiverr.com/>

<https://www.freelancer.com/>

<https://www.upwork.com/>