

CAREER SERVICES



13.14

WHAT'S NEXT?

**YOU'VE
GOT
SKILLS!** p24

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WHAT'S NEXT? Magazine is published annually in September by Queen's Career Services

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BUILD YOUR CAREER



You've got skills!

Explore the skills you've gained during your time at Queen's.

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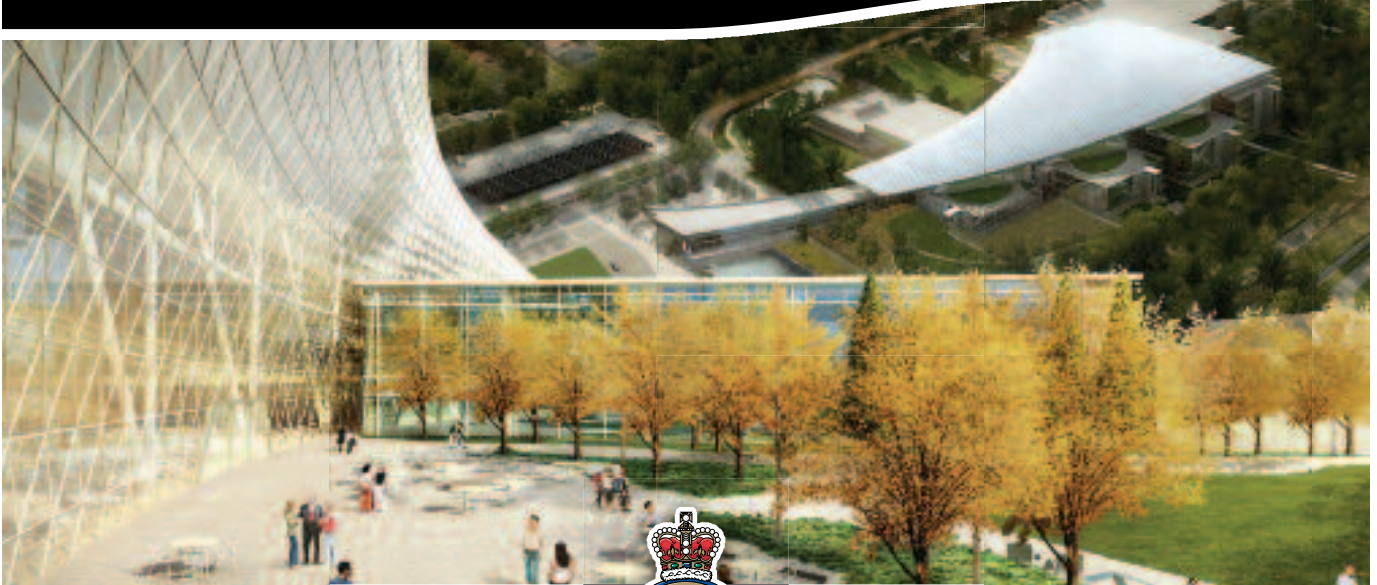
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Welcome

There are many options available to you when considering what you'll do after your time at Queen's. This magazine was created with you and your questions about the future in mind. Whatever you're planning next, our goal is to support you in learning as much as possible so you can make informed decisions about your many options. This issue of *What's Next?* is divided into sections so you can flip directly to the articles and features that interest you. If you're thinking about further education, go to our "Build Your Education" section on page 14. For students looking to gain work experience at Queen's and in Kingston, or graduating students wondering how to turn unpaid experiences into employability, turn to our "Build Your Career" section on page 24. There you'll also find job search help, and info about entrepreneurship. If you're interested in expanding your network but don't know what steps to take, or if you want more information on how to connect with employers and what they are looking for, go to the "Build Your Network" section on page 40. Whether you're hoping to find work, spend a year abroad, continue your education, start your own business or take a break, *What's Next?* is your go-to resource in planning your post-Queen's journey.

Career Services Staff
Third Floor, Gordon Hall
careers.queensu.ca

A Message from the Vice-Provost and Dean of Student Affairs



This year's *What's Next?* magazine is full of information to help you plan the next phase of your learning or career path. No matter where you are in your studies at Queen's, the staff in Career Services are ready to assist you in exploring your options through workshops, job fairs and one-on-one career counselling. For those graduating this year, we are committed to helping you with the exciting transition to work or further study.

Career Services also offers many opportunities for you to engage in community service, leadership, or co-curricular activities that will support your academic and career plans, as well as foster your own personal development.

Take advantage of the services available that can provide you with guidance to support your success at Queen's and beyond!

Ann Tierney
Vice-Provost and Dean of Student Affairs

WHAT'S NEXT?

What's Next? is Queen's Career Services' annual publication. Career Services offers a wide range of accessible services to support and empower undergraduate and graduate students as well as recent grads from all disciplines in making informed decisions about their career, further education and employment goals. *What's Next?* provides information to students about job search, building career experience and networks, and choosing further education and career options.

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Betsy Luo, Retail Operations Analyst

Queen's University, Bachelor of Arts, Economics (2011). Former Empire Life University Graduate Development Program Intern.

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Your most common questions, and how **Career Services** can help

Q1 Can I get help with my resume and cover letter?

CAREER FAIRS

YES! We have a resume clinic at each of the fairs to make sure you're employer-ready.

Q2 I have an interview... can you help me prepare?

YES! Get more in-depth knowledge about some of the organizations interested in hiring students by dropping by the fairs. Also, stop by the advising table at the fairs to speak to one of our career counsellors.

Q3 Can you help me decide what to do with my degree?

YES! The fairs are a great opportunity to mingle with professionals in a variety of fields, learn about employers you may want to work for, and learn about career paths and options. Career Services staff is on site as well to answer any questions you might have.

Q4 Can you tell me where to look for a summer and/or full time job?

YES! The Summer Job Fair or Live & Work Kingston Day. Career counsellors and staff will be on-site and available to answer questions.

Q5 I'm thinking about further education, can you help me consider my options?

YES! The Further Education Expo is your one-stop shop for all things post-grad. Colleges, universities, Law, Med, and PhD programs and schools galore! Come check it out (details on page 11).

WORKSHOPS

YES! Our most popular workshops in 2012-2013 were "Ramp Up Your Resume" and "Conquering the Cover Letter". Look for them again this upcoming school year at careers.queensu.ca.

YES! Our interview workshop will be available to attend throughout the upcoming year. Sign up at careers.queensu.ca to learn what questions to ask and how to prepare yourself so that you walk away from interviews smiling.

YES! The "Get Experience" and "Career Options" workshops can help you determine what to do with the degree you have, and learn how to find out what qualifications or experiences you might need to get there. Look for the signup page at careers.queensu.ca.

YES! Our "Summer Job Search" workshop in the Winter can help you find out about where to start looking. Sign up online at careers.queensu.ca.

YES! Our workshop series on further education can help you with everything from researching programs and creating a shortlist to fine-tuning your application and personal or research statements. Sign up at careers.queensu.ca.

BOOKS

YES! With books like *"The Best Canadian Resumes"* and *"Resumes That Knock 'Em Dead"*, the Information Area at Career Services can get you started.

YES! Check out *"Acing the Interview"* and other interview resources. You'll learn tips that will help you stand out as a great candidate.

YES! *"You Majored In What?"* goes beyond this dreaded question and helps you explore your options. Check out the review on page 46.

YES! We have *"How to Find a Job in Canada"*, *"Really Useful Job Search Tactics"* and many more books on the best job search practices, so come and read up on them!

YES! Come check out the "Further Education" section in the Career Information Area. We have books like the *"Graduate Admissions Guide"* and *"Two-Year Colleges"*.

Queen's Career Services provides a wide variety of services, not all of which are listed above. Go to careers.queensu.ca to find out more about drop-in career advising clinics around campus and in our centre, career counselling appointments and more.

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Schulich Leads in Rankings Schulich is ranked in the world's top tier of business schools by *The Economist* (#16 in the world); *Forbes* (10th best non-US school); *Bloomberg Businessweek* (14th best non-US school); The Aspen Institute, a US think tank (#2 in the world in Social and Environmental Leadership); and *Expansión* (#22 in the world) in their most recent global MBA surveys. The Schulich MBA is also ranked #1 in Canada by *The Economist*, *Forbes*, The Aspen Institute and *Expansión*.



Mark it down: Fairs this year

Career Fair	Tuesday, September 24	10:30–3:30	Grant Hall
Further Education Expo	Wednesday, October 16	10:30–2:30	The ARC
Engineering and Technology Fairs	FALL Tuesday, October 22 and Wednesday, October 23 WINTER Wednesday, January 22	10:30–3:30	Biosciences Complex
Summer Job Fair	Tuesday, January 21	10:30–3:30	The ARC
Live and Work Kingston	Tuesday, February 11	11:30–2:30	The ARC

For more information and updates on career events, visit careers.queensu.ca/events

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What to consider when considering further education

Getting more education after undergrad is a wonderful option, but there are several things to consider when deciding if it is what you want to pursue. Here are some common reasons students have for thinking about further education:



I want to study the subject/discipline/topic at the graduate level

Great! Consider checking out what graduate life is like in that area; talk to professors in those programs to find out what their research involves; talk to current grad students about the rewards and frustrations and what sustains them over time; compare individual departments and potential supervisors in terms of their research area and supervisory style.

I thrive in an educational environment and/or I don't want to leave yet

Great! Consider checking out different kinds of educational environments and programs. Find out the kind of environment that you thrive in best (in terms of your learning/work style). Visit in person to see for yourself.

Further education is necessary for the work I want to do

Are you sure? Consider checking out the work, and ensuring that you understand what the key skills and qualifications necessary to work in it might be and what it is like on a day-to-day basis; talk to people in the field and do information interviews; ask about the kinds of educational backgrounds; figure out some of the sub-specialties or different kinds of work environments within the field that might suit you.

The process seems more straightforward than looking for a job

After being in school for so many years, you may be quite comfortable with the steps involved in applying for education programs, while starting a professional job search can feel like

unfamiliar territory. Just because the process is new to you, however, doesn't mean job search is necessarily difficult. Find out a little about it so you can make an informed decision based on current information. It can only take a few minutes to get started. Read the job search article on page 29, take a workshop, or talk with a counsellor. The reasons for pursuing further education vary, but the better you understand your own, the more likely you will be to be satisfied with your decision over the long term.

Advice from a graduate recruitment pro

An interview with Colette Steer

What advice can you give students about the grad school research process?

Start early – as you go through your undergrad years, get to know your professors, get involved in research projects, chat with current graduate students, go to information sessions on graduate studies (both on campus and at other campuses) and ask questions about what you need to know before you start applying.

When should students start looking into specific programs?

As soon as they get an inkling that they may wish to go on to do graduate study.

How should students contact programs and what questions should they ask?

Firstly do some research about the program you are interested in. When that is done, contact the Graduate Assistant of that program if you have any questions. You may want to clarify things like the academic requirements to apply, how the funding package works, and whether they can assist you with contacting a potential supervisor in your area of interest.

If your program of choice requires you to find a potential supervisor prior to applying, then you can do a few things. If you know who you would like to work with, then contact the faculty member directly (remember do

your research first to ensure the best fit). At times you may wish to go through the Graduate Assistant first as faculty members get a lot of emails. You want to ask whether they are taking on new students for the year you wish to start (some may also be going on sabbatical). Discuss your research interest and why you would like to have them as your supervisor. Find out how often they usually have contact with their students. The student/supervisor relationship is very important.

How can students explore their options?

Talk to your professors if you are interested in a particular research area and ask for their guidance. Talk to current grad students on your campus in that field. Look at university websites (graduate section) for both the programs & research, as well as what the school is about. You need to find the right fit for you. Make contact!

What should students avoid during the research and application processes?

Leaving it to the last minute. If funding is important, keep in mind that government grant deadlines are usually before the deadlines of University applications. Know the requirements to apply for the program you wish to get into and remember, not all universities have the same requirements for the same program.

Thinking about further education?

Ask yourself...

- Do I have a strong pull towards something that I want to learn more about (enough to sustain me through 1-5+ years of additional study)?
- Are there programs available that are a good fit with my scholarly or skills development interests? Are there different types of programs (research, professional, post-degree diplomas, certificates) to consider?
- What work do I want to do after my schooling? Is further education required and if not, in what ways do I think it will help with my career goals?
- What financial variables should I be considering (examples include available funding, tuition, supplies, living expenses, moving, loss of employment income if delaying entering a paid position)?
- Does the program or supervisor seem like a good fit (location, social environment, employment opportunities, etc.)?

Colette Steer works as the Coordinator of Recruitment Activities for the School of Graduate Studies at Queen's University.

Do you have more questions about further education? Career Services offers drop-in career advising, further education print resources and workshops as well as hosts an annual Further Education Expo. For more information on these and other resources visit careers.queensu.ca/students/furthered.html.

Personal vs. research statements

Common Components of Personal Statements

- Introduction
- Why this discipline?
- Why this program/location?
- Evidence of related experience
- How completing this program will help you get to your next steps/goals
- Conclusion

Common Components of Research Statements

- Introduction
- The question(s) you would like to ask in your research
- One or more hypotheses for your research
- A brief explanation of how this research fits into a larger context
- A note about how this proposed research links to your previous experience

- A review of possible funding sources
- A list of what skills you have that will allow you to conduct this study
- Your thoughts on which faculty member(s) might be able to supervise this project
- Relevance to your career/work goals
- Conclusion

* Always check the specific requirements for each program to which you are applying.



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STUDENT SUCCESS STORY:

PUTTING YOUR DEGREE(S) TO WORK



When **Hope Hutchins** (Artsci '09, MA '11) graduated from Queen's with a major in Sociology and a minor in Classical Studies, she wasn't done learning.

Wanting to expand her knowledge of the field, Hope applied for a Master's program. "I found I wanted to focus on a particular area of study and learn more about it and about different approaches to it". As she began her program, Hope took a variety of courses to find her academic niche and gained valuable skills in the process. "I ended up taking a course on academic writing offered by the Writing Centre and one on quantitative methods offered by the Political Studies Department, which provided me with skills that helped me embark on my current career path."

After completing her Master of Arts degree in Sociology with a specialization in Socio-Legal Studies, Hope then applied for a professional graduate degree program. However, after reflection, she realized that she was ready to begin her job search; "it meant that I [could] immediately apply what I had learned in my undergraduate and graduate programs".

Shortly after completing her Master's, Hope was hired as an Analyst at Statistics Canada, and feels as if her education has helped prepare her for the world of work. "I think that this broader understanding of social subject matter and research will help me pursue my career goals, as I interact with a wider group of clients and partners with various ways of understanding."



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Your study abroad experience can put you at the front of the line – if you know how to use it!

By Lynn Sadlowski



Whether you are heading into the world of work or planning further study, your study abroad experience can propel your application to the front of the line. However, do you know how to articulate your experience so that you stand out from your competition?

Research and student testimonials consistently cite a study abroad experience as having a positive impact on resume development, in job interviews and in graduate school admission applications. Yet, it is not enough to simply just have an international experience. You must be able to speak about your experience in terms the employer and admission representative understand.

It is essential to review what competencies/skills you gained from the experience. Here is a short list of possibilities:

- Coping skills (the ability to deal with stressful situations, comfort with uncertainty)
- Communication skills (active listening, following instructions, overcoming language barriers)
- International awareness
- Appreciation of diversity and sensitivity to cultural differences
- Adaptability to new living and learning environments
- Ability to view situations/problems from a new perspective

- Independence, self-reliance and self confidence
- Self-knowledge, enthusiasm and inquisitiveness
- Resourcefulness (including general travel and navigation skills)
- Acquiring another language

Many of the above are considered transferable skills. Transferable skills are skills that are not limited to any one academic discipline or field, but are transferable to many occupations. These skills are sought after by most employers, but you need to make the connection for the employer – it won't always be obvious. When researching the job or graduate school program, consider how the skills and knowledge you acquired while abroad can be applied to the position.

The following are suggested steps you can take to help you “unpack” your study abroad experience upon returning to campus.

Prepare answers to the following questions:

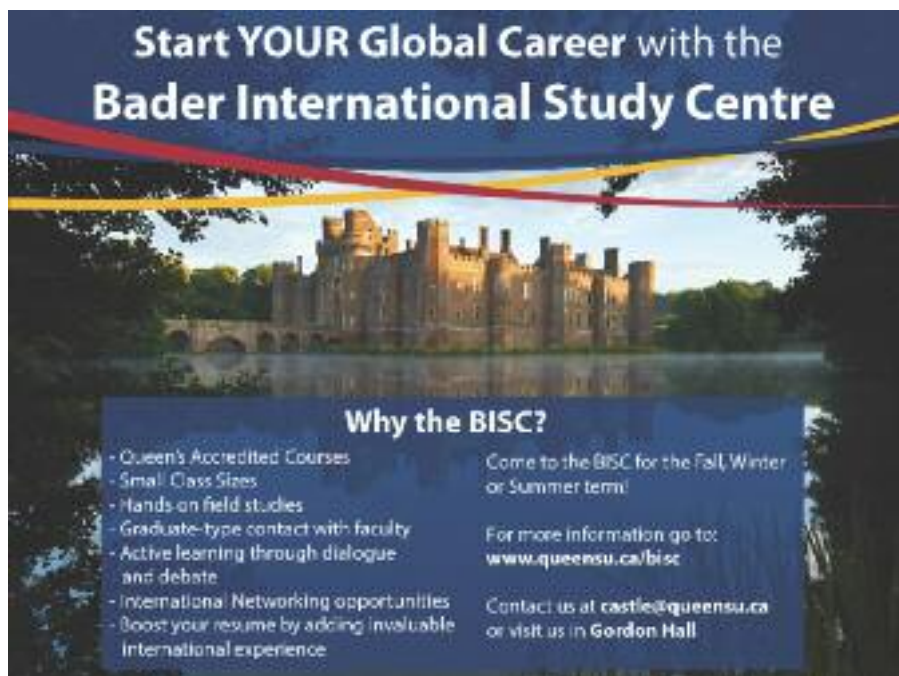
- Give me an example of something from your study abroad experience that has changed you and why?
- Tell me something that was difficult about your abroad experience and how did you handle it?
- Describe three skills you think you developed or enhanced while studying abroad. How will they help you in this position?
- Recall and record real stories/situations to highlight your newly acquired or enhanced skills. Be able to demonstrate competency in specific areas like adaptability, initiative, interpersonal communication, and problem-solving.
- Visit the Career Services office to get help with your resume and cover letter to best articulate the new interpersonal skills and intercultural

competencies you have gained and strengthened while studying abroad. Remember – an employer will not “automatically” see what may be very obvious to you.

- Participate in campus or community events that provide opportunities for you to practice articulating what

you have learned and give you a chance to network with potential employers.

Lynn Sadlowski is an Admission Representative for the Bader International Study Centre (the Castle) and former Career Counsellor with Career Services.



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STUDENT SUCCESS STORY: FOLLOW YOUR CAREER PATH AROUND THE WORLD



When **Brittany Alguire** (BEd '13) decided to head to Europe after graduation with her best friend Erica, their motto was "No Regrets". They wanted to take a break and expand their horizons. And they did. Little did Brittany know that her next career move was also waiting for her in a corner of the world she had yet to explore.

"We decided in our third year that we wanted to travel to Europe when we graduated. So we started saving and planning." After graduation, the duo visited many countries on their big trip, including the Netherlands, Czech Republic, Germany, Austria, Italy, Switzerland and France. "In each place, there was something new to experience," says Brittany, "I usually live in a bubble and this really allowed me to step outside my comfort zone." She recalls one particular situation with a laugh, "I ate frog legs in Paris."

Brittany had toyed with the idea of teaching abroad in the past, but had been unsure about the prospect. "The trip gave me confidence in myself," she remarks and she is also grateful for having had the chance to take a break before settling into employment. In hindsight, Brittany thinks of the trip as a gift; and it's the gift that keeps on giving, because it propelled her to apply for a job in the UK. "I now have a full time contract as a geography teacher starting September in Brighton, England and could not be more excited!"

Brittany advises other students thinking of travel abroad, to "Go for it! It is the perfect time and a wonderful opportunity to see the world." With a great job waiting for her in a new country, Brittany Alguire has leveraged her after-grad travel experience into her next career step. And, in keeping with her motto, she has no regrets.



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YOU'VE GOT SKILLS!

Make the most of your time at Queen's

By Hilary Smith



Many students approaching graduation worry that they don't have enough relevant experience, and others believe that employment only comes to those with a 4.0 (or higher) GPA. The truth is, employers are looking for more than just a number on your transcript. Even if you've never worked in your exact dream job or field, you have valuable, employable skills that employers want.

What employers often focus on are commonly known as soft skills or transferable skills. The Conference Board of Canada's *Employability Skills 2000+* defines these skills as "attitudes and behaviours that you need to participate and progress in today's dynamic world of work". These skills include communication, information management, problem solving, teamwork, a strong work ethic, initiative, the ability to relate to co-workers and clients, and analytical skills among many, many more. Even if you've seen these skills listed on job postings, giving concrete examples from your relevant experience can be challenging. But think about it – coursework, part-time work, volunteering and co-curricular activities – if you've ever done these things, you have skills.

Coursework

Course work is always useful experience for work in your future field, even if the subject area isn't directly linked. Your academic background provides a strong core of key transferable skills. According to Hope Hutchins, BAH '09, MA '11 (see "*Alumni Success: Further Education*" on page 17), the courses she took at Queen's provided her with "skills that helped me embark on my current career path". Group projects have taught you teamwork, leadership, and sometimes team management. Presentations have helped you hone your skills as an orator, your papers (and papers, and papers) taught you research and written communication skills; and exams taught you how to work (and learn) under tight deadlines. These are just a few of the skills you have proven just by persevering and sticking to your education.

Campus Activities

Co-curricular involvements on campus and in the community are also great experiences from which to draw skills. Queen's offers practically every type of co-curricular activity imaginable whether it be working or volunteering with the Alma Mater Society, your academic faculty or department, or one of Queen's many clubs, teams, charities and organizations. As an upper year student, chances are you've already participated in one (or all) of these things. It can be difficult to identify and articulate exactly what you've gained from each experience, but we caught up with a recent grad to give you some ideas.

As **Michelle Lavery**, BScH'13, navigated her undergrad at Queen's, she participated in a variety of co-curriculars. A member of Queen's Society for

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YOU'VE GOT SKILLS!

Conservation Biology and Women in Science and Engineering, the Biology student also worked for Walkhome and in a Work Study position. Despite her already brimming schedule, however, Michelle's largest time commitment by far was *Queen's Bands*. "There are unlimited co-curricular options at *Queen's*", she explains. "The most important thing you can do for both your college experience and your future is to find something that you are passionate about."



In her second year, the highland dancer was elected as one of two Quartermasters responsible for over 100 full military highland uniforms. In this role, her "organizational skills were stretched to the limit". She learned to avoid procrastination and basic accounting skills to track the uniform deposits. And she didn't stop there. In third year, Michelle was elected as one of two Operations and Finance Managers (Bands "Presidents"). "From day one," she says, "I was on-the-go, continuously problem-solving and collaborating with professionals in both ordinary

operations (such as booking a large number of hotel rooms or finding three school buses at the last-minute when the football teams makes playoffs) or in a variety of crisis situations".

That year, Michelle recalls having to learn as much about insurance policies, public relations, and university policy as she could, all the while ensuring the safety and emotional health of her fellow Bands members. "It was a juggling act," she says, "and taught me more about myself than any other life experience to date".

The connection between Michelle's experience in Bands and the Master of Fisheries Biology she will begin at UNB this fall may not be an obvious one, but it is there. When it came to applying to programs, Michelle's activities formed the basis of her cover letters, personal statements and experience essays. And, now that she's headed to grad school, Michelle explains, "my involvement in *Queen's Bands* taught me how to work as part of a team, a vital skill for collaborative research. It also taught me to problem solve and how to seek answers on your own, one of the most important skills a graduate student can possess."

Work and Volunteering

Another way you likely gained skills and put down roots was through volunteering, job-shadowing, or working in the community. *Queen's* has many work experience and internship opportunities offering a supportive, skill-development and learning-focused professional environment. If you completed a work experience through Work Study or SWEPP, or an internship through *Queen's Undergraduate Internship Program (QUIP)* or your department, you have skills.

The Summer Work Experience Program (SWEPP), for example, gives *Queen's* undergraduate students the opportunity to find an engaging, challenging



Julia Blakey

and rewarding summer work experience. **Julia Blakey**, Artsci '14, found out about SWEPP through a friend and decided to apply. As a Public Programs Assistant at the Museum of Health Care, Julia's position was overseen by Dr. Jacalyn Duffin, *Queen's* current Hannah Chair.

Along with another SWEPP student who shared her title, Julia was responsible for planning and facilitating tours and educational programs for families, school and camp groups, as well as the general public. As part of the position, Julia researched medicine and medical history to build the knowledge she needed to run the programs. She was also tasked with marketing the programs to the public and had the opportunity to run a new summer family program on a topic of her choice.

Accepting a SWEPP position made a lot of sense for Julia. "My experience with this program has really emphasized professional development," she said. "I also love the proximity of most SWEPP jobs to my house. I can walk or bike to work every day". As Julia discovered, work experience programs allow students to develop all kinds of new, career-applicable skills. "My Supervisors have really tailored this position to my skills and interests". Encouraged to use her film and media background, Julia developed promotional material and wrote a blog for the museum's website. "Work experience within the university setting", she says, "allows students the chance to expand on existing professional relationships, while continuing their studies in an applicable environment".



You've Got Skills

Even if your skills weren't gained in your specific field, employers still value what you bring to the table (that's why they're called *transferable* skills). Whether you learned teamwork through a group project, time management from a summer job or internship or programming in that club you joined in second year, you do have valuable skills. You've accomplished things, big and small, through all your experiences. According to Michelle Lavery, "if you have passion

and a challenge then you will inevitably gain experience and skills — no matter what you're doing".

If you are interesting in finding new activities for skills-building, try exploring the Co-Curricular Opportunities Directory (CCOD). The CCOD is a searchable directory of student experiential learning opportunities available outside of the formal classroom curriculum. careers.queensu.ca/ccod

By final year of undergrad...

More than 60% of Queen's students have participated in community service or volunteer activity.

38% of undergraduate students have completed a practicum, internship, field experience, co-op experience, clinical assignment or other work experience program.

More than 50% of students have tutored other students on campus and in the Kingston community

33% of students have participated in community-based projects.

(Statistics taken from queensu.ca/learn/getinvolved)

Hilary Smith worked as a communications assistant at Queen's Career Services. She is a fourth year Film and Media and English student.

Build Your Skills This Summer




The Student Work Experience Program (SWEP) offers career related summer positions to full-time undergrad students returning in the fall.

Postings for Summer 2014 will be available on MyCareer in December.



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Career Services

STUDENT SUCCESS STORY:

CHOOSING WORK YOU LOVE

As a public relations manager at AMD, a Fortune 500 semiconductor company, **Stella Lee** (BAH'10) juggles internal and external communications, social media and event management and media relations. "Working in communications", Stella says, "especially in the fast-paced technology sector, definitely keeps me on my toes." After graduating from Queen's, Stella spent a year at Humber College in Toronto in the post-graduate Public Relations program. The program requires that students complete an internship prior to graduation and for Stella, her internship turned into her first job.

As a Sociology and Politics undergrad, like many Queen's students, Stella had her sights set on Law School. "I wondered and worried about the same things the majority of future graduates have on their minds: What do I do after graduation? Will I ever find a job?" These concerns caused Stella to question her path, and she booked an appointment at Career Services. After describing her passion for working with others, social media and event management, Stella began researching public relations. She used LinkedIn and Twitter to connect with Queen's and Humber grads. "The more I learned about public relations, the more I felt this was the right career path for me. The rest is history."

Stella advises current students to take advantage of the resources available such as career counselling, job fairs, and workshops. "I also can't stress enough the importance of networking, both online and in person". Stella urges students to invest in personal contact cards, and notes that "real connections you develop with people will open doors."



Stella Lee

"I also can't stress enough the importance of networking, both online and in person".

"Looking back now, law school was what I thought I was *supposed* to pursue, rather than what I *wanted* to do for the rest of my life." Though her path turned out very differently, Stella is thrilled. "I'm very happy in my current role and chosen career path. I only graduated from Queen's three years ago and now I have over two years of relevant work experience under my belt – I really can't complain!"

Are you a student with a great idea or project that can help you learn and work in service to the community?

Consider applying to the **Student Initiative Fund**.

Build your skills and contribute to the quality of student life at Queen's.

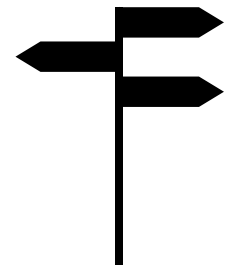
queensu.ca/studentaffairs/fundsandawards/studentinitiativefund.html





Job search tips for students and new grads

Many job seekers spend lots of time online scouring job posting websites for employment opportunities and don't find significant numbers of relevant postings. If this sounds like you and you're frustrated and discouraged, there's a reason: as much as 80% of available work is never advertised. No need to fret, we've got you covered with some of the best ways to connect with these "hidden" opportunities.



Go Direct

Although some organizations do come to Queen's to recruit students, not all employers are able to come to you; but you can go to them. According to the National Association of Colleges and Employers, the best way to prepare for direct contact with a potential employer is research. Use every resource you can get your hands on (online, yes, but actual books too) to figure out

where you might like to work and where your combination of interests, skills, and work style might be appreciated. Then read the organization's website, search for news stories about its employees and figure out how everything ticks. Use this information to demonstrate your interest and value to those who might be hiring now, or in the future.

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Job search tips



Rock the Resume

Your resume demonstrates a match between you and the work. When writing your resume, you need to make decisions about content and format based on the research you did (see above). In order to explain how you can contribute to the employer's organization, your resume should describe (and provide evidence of) experiences, highlight skills relevant to the organization or work, and catch an employer's positive interest. The goal is for the employer to be able to picture you working with them. And be prepared — opportunities often arise when you

least expect them. Have a resume ready for your field(s) of interest that you can adapt to specific positions.

Be Able to Talk About You

Let the employer know your value. Be able to talk about yourself and how you can contribute to their goals. Be able to give examples of how this can benefit them, with proof of your skills and personal strengths, and how your values match those of the company. This will come in handy for cover letters, networking, and even chatting with family and friends about your job search. If you are clear on what you

can offer and come across as motivated and valuable, people will want to speak with you.

Ask for Advice, Not Just a Job

It's important to build trust with an employer before asking them to commit to hiring you. When networking you may want to start by asking individuals about their own career paths and any advice they might have for a student/new grad like you. As you interact, help them understand that you have chosen their sector or organization specifically and have also started to think concretely about how you might contribute to it. When you do get to the stage where you're talking about work opportunities, realize that some employers have discretionary money in their budget, even if it's not enough for a full time hire. So instead of always proposing that they hire you full time, let them know of a specific project or problem that you'd love to work out. If you already have a position, employ the same tactic to maximize your earnings. Always stay open to part-time, seasonal, or contract work with your dream employer — if you contribute well, there may be room to move up.

Make Career Services Your BFF

Career Services is here to help, whether it's to review a cover letter, critique your resume, discuss interviewing strategies, help you learn how to connect with people who are working in your field, or strategize about how to find job opportunities.



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#YGK: Living and working in Kingston

By Carey Bidtnes



Kingston is a smart choice for current students seeking summer experience, recent graduates embarking on a new journey and alumni who fell in love with the Limestone City during their Queen's years. Kingston is consistently ranked as one of the Best Places to Live in Canada, has been ranked a Top Canadian Hotspot for Young, Talented workers, and has earned a place on the Intelligent Communities Smart21.

Here are just a few of the reasons why Kingston is a smart choice:

Kingston is hiring, and with the launch of **www.kingstonishiring.com**, job seekers have a centralized tool to view and apply to job postings. From summer employment to internships and graduate employment programs to full-time positions, kingstonishiring.com highlights them all. Kingston enterprises create 600 new jobs every year, with the health-care, education, manufacturing and construction sectors leading the numbers.

Kingston is buzzing, with great restaurants, a vibrant live music scene and an active, year-round sports and recreation culture. Kingston is home to more than 200 restaurants, boasts the best fresh water sailing and windsurfing in the world and hosts internationally acclaimed music acts such as Sting, Sum 41, The Tragically Hip and Serena Ryder.

Kingston is live-able, with enviable work commute times of less than 15 minutes on average, a walkable city core, affordable housing prices and access to world class amenities. An active city, with hiking, biking, canoeing, rowing, swimming and windsurfing available within city limits, Kingstonians don't need to fight traffic to enjoy the "cottage" life.

Kingston is well-connected, with our road, rail and air travel keeping us a comfortable distance to larger urban centres including Ottawa, Toronto, Montreal and Syracuse, New York. If it is rest and relaxation you crave, Kingston is within a one hour drive of 7 provincial parks, hundreds of lakes, and the UNESCO designated Frontenac Arch Biosphere Reserve.

When you think about your future, think about Kingston, a smart choice.

If you want to experience why Kingston is a smart choice, join us on **Tuesday, February 11, 2014** for Live and Work Kingston. Live and Work Kingston is a showcase of all that Kingston has to offer from summer job and career opportunities to the myriad of recreational and entertainment options in the city.

Carey Bidtnes (CHRP) is the Human Resources and Labour Market Specialist with the Business Development team at the Kingston Economic Development Corporation (KEDCO).

What NOT to wear: Interview edition

You've landed an interview. Congratulations! It can be hard to know what's most appropriate when meeting with a potential employer. Choosing the right outfit can boost your confidence, and help you feel like a good fit in your potential future workplace. Research the organization first to glean any hints about their specific dress codes and culture. In case you're stumped, here are some general pointers that will help you make a positive impression:

- If you're unsure of the company culture, your go-to outfit should be a suit or dress pants/skirt and a blazer.
- Wear neutral colors to ensure that the interviewer can focus on what you have to say.
- Play it safe and avoid clothes that are too sheer or revealing.
- Check that your clothes (or borrowed clothes) are clean and properly fitting well in advance. This will give you time for a quick trip to the dry cleaner or mall if you must.
- Flip-flops and sandals are a no-go for an interview. Instead, opt for conservative shoes that won't detract from your outfit.
- Avoid wearing a tonne of bright jewelry or big accessories. One key statement piece (your favourite shoes, tie or earrings) can help you convey personality and be memorable without overwhelming people.
- Keep hair and makeup simple, day-time appropriate, and out of your face.
- Don't wear perfume or cologne, and avoid smoking right before the interview – an employer might be allergic.
- Make sure your nails are neat and not too long. Any nail polish should be newly applied and a subtle colour.



These tips are all important, but the absolute best way to prepare for an interview is research. You should already have an idea of the company's culture. If that culture normally includes converse sneakers and a graphic tee, you want to fit in, but still dress professionally. Standard advice is to dress 20% better than you would on a normal day at that job. If you're interviewing for a fast food restaurant for example, don't wear a three piece suit! Knowing your stuff and knowing you look appropriate to the situation are crucial to feeling confident, and confidence can help you put your best foot forward in your interview.

Consider



Avoid



Three steps to starting your own business

By Rebecca Darling



Got a business idea? Wondering how to take it from idea to implementation? Here are some ideas from the Entrepreneur Centre at the Kingston Economic Development Corporation (KEDCO).

Step **one**: Plan

Planning for success is not only a must, but also builds habits to implement and maintain a growing business. Analyze each business situation, research and make assumptions based on research and identification of your target market. Know who your customer is and how you will reach them.

Recognize the three pillars of building your team: marketing & sales, product or service, and financial management. Assess what you are best at in your business and reach out to others in your community to find the experts to build a team that provides a strong foundation for growth and sustainability.

Step **two**: Crunch Numbers

Plenty of people work hard and follow their passion but neglect to give adequate attention to financial management and the numbers. If the math doesn't work, neither does the business. Before you begin your business take

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time to assess start-up costs and the cost of providing your product or service in the marketplace. Base your sales projections on a strong marketing and sales plan to reflect realistic assumptions.

The lifeblood of any business enterprise is cash flow. You need it to buy inventory, pay for services, promote and market your business, repair and replace tools and equipment, and pay yourself so that you can continue to work. Recognize the realities of cash flow and ensure that your sales projections and revenues cover the cost of doing business and get the bills paid.

Step **three**: Connect

Ask for help and build your circle of influencers and network. Seek out a mentor or meet with likeminded business professionals to support each other. Working in solitude for an entrepreneur is risky business. There are many amazing business owners and CEO's who love nothing more than to help young entrepreneurs build great companies.

Funding and investment is essential to getting a business off the ground. Visit the bank you have a relationship with and learn about what they have to offer small businesses. Seek other options as needed.

Get started

The Canadian Youth Business Foundation (CYBF) is an option for entrepreneurs aged 18-39. CYBF is dedicated to growing Canada's economy one young entrepreneur at a time. The program supports young entrepreneurs throughout the life-cycle of their businesses by providing pre and post-launch coaching, financing, mentoring and business resources, to help them launch and sustain a successful entrepreneurial business. It's the gateway to bring a business idea to life!

Career Services **WHAT'S NEXT?**

Rebecca Darling is a Business Advisor at the Kingston Economic Development Corporation (KEDCO)'s Entrepreneur Centre. For additional information, contact Rebecca or Mary-Ann Walmsley, Project Coordinator at the Entrepreneur Centre at 613.544.2725 ext. 7222 or 7237 or visit www.kingstonentrepreneurs.ca.

The Entrepreneur Centre at the Kingston Economic Development Corporation (KEDCO) is supported by the Ministry of Economic Development of Trade & Employment, is a community partner for the Canadian Youth Business Foundation, and facilitates the Government of Ontario Summer Company program for students aged 15 to 29.

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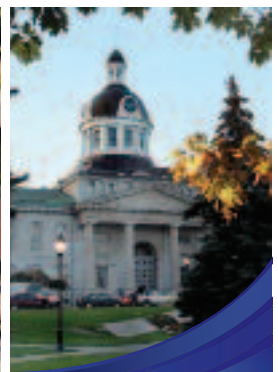
- Create a profile
- Search and apply to job postings
- Create a career alert to receive notification of job postings of interest

Go to

CityofKingston.ca/careers

Save the date!

Summer Student positions will be posted online in mid-February 2014.



STUDENT SUCCESS STORY: MAKING YOUR OWN OPPORTUNITIES

Do you have a cause, dream, or passion you'd love to turn into a career? According to *The Key Small Business Statistics* (Industry Canada, 2012) more and more Canadians are bridging the gap between dream and reality by starting their own business. When former *Queen's* student **Brody Hatch** launched his company Nude Voice Apparel in February, he did just that. And it's paid off. The 22 year-old CEO has since been featured both in an article by the *Huffington Post* and on the cover of *Queen's Alumni Review*.

According to nudevoice.org, "Nude Voice is an apparel company that designs clothing that helps spread awareness for causes and social issues". The company donates 10% of profits to a charity of the purchaser's choice. The idea for Nude Voice began with Brody's own experiences. "Growing up in elementary and high school and being gay, where the idea of homosexuality and LGBTQ lifestyles were never talked about or embraced, I felt that I had no voice". In creating Nude Voice Apparel, the Oshawa native wanted to ensure that individuals could express their values, causes and beliefs through their clothing.

Nude Voice went live in February 2013. They started small, Brody says, but the first month was a success, and the company was able to move forward full force. Running your own business means you have total say in calling the shots. But you also have to deal with total accountability. "[You] learn so many things when you have pressure on your shoulders," he says. "All I could think about was 'what about this design or what if we implemented this feature in the store, why don't I contact so and so'". According to Brody, as an entrepreneur, you are the go-to person and decision maker. If you always have some sort of idea or passion running through your mind and have a hands on approach to life, starting a business might be the option for you.

To ensure the process goes as smoothly as possible, Brody advises new entrepreneurs to plan seriously. "Figure out what will work, what won't work, and go over everything that could possibly crush this business idea – legalities, logistics, sourcing, costs, people, etc." Don't skimp on the details, know where you're going and draft a thorough plan. Brody discusses another challenge for entrepreneurs: finding a functional work-life balance. "It takes a certain person to accept that business will be their lifestyle – because it truly is a lifestyle." If you're looking for a 9-5, he adds, don't be an entrepreneur. "Successful entrepreneurs and CEO's live and breathe their businesses." He notes that if it were easy, everyone would be doing it.



"Running your own business means you have total say in calling the shots".

In the grand scheme of your career, this may be the time when you decide you can take risks, try new things, and make mistakes. Even if the venture doesn't work out, Brody says, it's not the end of the world. "You've built experience and you can talk to that experience and learn from it." Your time at *Queen's* can help you gain skills, build relationships, and learn the strategies for launching your career. Going out on your own post-grad is a huge venture, but there is lots of support available for young entrepreneurs along the way.

Check out the following resources to help you get your business off its feet:

The Kingston Entrepreneur Centre at kingstonentrepreneurs.ca

The Canadian Youth Business Foundation at www.cybf.ca

Our listing of entrepreneur resources at careers.queensu.ca/students/jobs/entrepreneur

For more information about Nude Voice, visit www.nudevoice.org, like at facebook.com/nvoiceapparel, or follow on twitter @mynakedvoice



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Accommodations: at school and at work

By Christine Fader

Many students receive academic accommodations in order to participate equitably at university. You may or may not identify yourself as having a disability, but if you are currently registered with Disability Services in order to be academically accommodated, it is worth considering whether you might also need accommodations at work.

Here are some thoughts to consider:

- If you receive exam accommodations, might you require accommodation on evaluations or tests used by employers as part of their hiring process?
- Does your transcript look different than the transcripts of your peers because your pace of work/program accommodates you? Are you ready to talk with employers about this?
- If you currently receive accommodation in the form of altered schedules or time off, would this also be helpful on the job?
- If you use physical/technology accommodations for class, would they also be needed at work?
- Are there any other tools or tactics facilitated by Disability Services that benefit your academic life that might also help you transition to or do future work smoothly?



In Canada, you are entitled to be accommodated at any point during the employment cycle – from application stage, to interview stage, offer stage or once you're hired. Many students want to maintain a level of privacy or worry that disclosing the specific nature of their disability exposes them to stigma. Before you request an accommodation, you may want to seek advice about what (if any) specific details you need to provide about your disability in order to be accommodated.

Have questions about accommodation or disclosure? Career Services can help students strategize during 1-1 counselling appointments about a variety of career topics including disclosure and asking for workplace accommodations.

Did you know?

Career Services has a workstation in our centre with accessible software including...

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- Kurzweil; an assistive technology which provides a reading, writing and study platform aimed at people with learning disabilities or other disabilities that make reading or writing difficult.
- Dragon; speech recognition software which assists people with both physical and learning disabilities in creating electronic documents.



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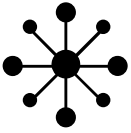
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Christine Fader works as a career counsellor and was the 2009 recipient of the Steve Cutway Accessibility Award for outstanding contributions to the achievement of an accessible learning and working environment at Queen's University.



Your Networking Cheat Sheet

By Hilary Smith and
Julia Blackstock

What it is

Networking is making connections, sharing information, and asking questions. You don't have to hand out your business cards on street corners, cold call everyone on your contact list, or work a room of strangers; just reach out. As most jobs are never advertised (but filled by word of mouth), networking is the most direct way to find work.

As a student or recent graduate, looking for a job can feel daunting, but you *can* find meaningful work if you know where to look. The best way to find these opportunities is not through online job boards, the classifieds, or employment agencies – it's by talking to people around you. Networking may sound intimidating, but it can be rewarding and fun, and doesn't have to feel like schmoozing.

How to

Start Early

It takes time for people to get to know you well enough to feel comfortable referring you to others or to give you the kind of information you need to make solid career choices. Don't wait until school is over to start cultivating your network. Take advantage of the co-curricular opportunities available. Choose essays or projects where you can investigate or work with organizations within sectors that interests you.

Start Close

One of the best places to get started with networking is within your current network of friends and family. Because these people already know and support you, you can practice having conversations talking about what really interests you in a comfortable setting. At this stage, family and friends can be very helpful in identifying people who may be working for organizations that you're curious about. What you should aim for as you start your job search is a conversation (not an interview) with someone with the ability to hire.

While this first conversation probably won't instantly land you a job, it's an important step in becoming visible to people and organizations with whom you'd like to work. After that, it's about staying in touch according to your contact's preferred schedule/method. These conversations are most effective when that person isn't currently hiring – they'll feel your interest is genuine and be more likely to call you when they do have a position available.



Start Small

You want a new contact to become an ally in your job search; so instead of overwhelming them by asking for a job, instead let them know you're looking for advice, information or insight from their own career. If you make a

good connection and they're able to hire you later on, or refer you to someone who can, they will. If not, you haven't put them in the uncomfortable position of turning you down or telling you they can't help.

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Start the Conversation

It may seem a little daunting to think of asking someone you don't know for information about work that interests you. Take heart. Generally, people are keen to help, particularly if you are polite and professional in your approach, and if you can suggest a "graceful exit" for them or alternatives if they are not in a position to speak with you directly.

Three reasons why people *will* spend time talking with you:

1. You are asking for something they can give you—information. Most people do not want to say no; in fact, they would rather be helpful, especially if you're respectful and don't take too much of their time. As long as you are looking for advice and insight—and not a job—you're well on your way to talking with them.
2. Many people like to reward initiative and genuine interest. As they see you in your quest for good career information, they may recognize their "younger self" and want to help you find information that they wish they had found when they were beginning.
3. You are asking them to talk about what might be a favourite subject—themselves. That's a compliment to them, and people respond well to your genuine interest.

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Help Them Remember You

Prepare a business card with your name and contact. If you're leaving a message, repeat your name, telephone, and email, and indicate that you'll contact them again in a few weeks to follow up.

Be Specific

Know what interests you, why you've chosen them (e.g. the type of work they do, their connection to someone else you know, something you've heard about their expertise), and what you can offer. Be able to describe things succinctly and pleasantly, in a memorable way that gives a snapshot of you in action.

Here's one example:

"My name is

I'm currently studying.....
at Queen's, and going into my.....
year.

I've worked on for
..... course, and I'm
interested in learning more about
.....

I would love the chance to talk with you about the work you do. If you are available for a 20-minute conversation in person or by phone, that would be great."

If you're after specific information about trends in a field of work, the nature of a profession, or advice on career direction, say so. If you've been referred by someone, mention that too.

Set Realistic and Achievable Goals

No matter how good your network is, other people cannot make things work out perfectly for you. You won't always immediately find exactly what you are looking for, but you'll always learn more and move forward.

Say Thank You

Express your appreciation. If someone has helped you, let him or her know that you are grateful for their time and assistance. You can simply say thanks, or you can send an email, leave a voice mail or write a letter.

Students and new graduates typically know about networking and its value, but are afraid of being seen as pushy, annoying, or desperate. What students and new grads often don't know is that employers are seeking out conversations with jobseekers who have a genuine interest in their particular organization. This means that the conversation will work best if you know about their world: the challenges they are facing, the problems they are trying to solve, the goals that they have. Networking unfolds from there.

LinkedIn:

the Professional Social
Networking Site

Top Tips for finding people and information through LinkedIn:

- Use Advanced People Search
- Search using skills keywords (e.g. chemistry; writing; surveying) to pull up profiles that are most relevant to you
- Find Queen's alumni working in fields or roles that interest you
- Find Queen's alumni who have graduated with your degree and explore the range and types of roles/industries they have pursued.
- Join groups of interest to the work you want to do
- Come to the LinkedIn workshop at Career Services (fall/winter)

In reality, networking is nothing more than getting to know another person. Whether you realize it or not, you're already networking every day and with every conversation you have.

Here's where you will find people to build your professional network:

- Business and professional social networking sites
- Professional associations (online and in person)
- Career fairs
- Company information sessions
- Queen's alumni network
- An internship or co-op program
- A student professional organization
- Through any of your other work or volunteer activities
- Faculty contacts



- Employee referrals
- Parents of friends who work in your field
- Classmates
- Clubmates
- Peers you meet through volunteering

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STUDENT SUCCESS STORY: MAKING THE FIRST MOVE



Allyson Windham (MPA '13) recently completed her Master of Public Administration degree at Queen's and was seeking work in the public service. But she wasn't having much luck with the job ads she applied to. "Towards the end of the winter semester, I was becoming pretty depressed and felt like I was never going to get anything."

Allyson talked with a career counsellor and was encouraged to connect directly with people making hiring decisions in government ministries that interested her—even when there wasn't a job posted at that moment. "I was hesitant at first because Assistant Deputy Ministers are pretty important people. Why would they pay attention to anything I sent them?" Allyson overcame her nerves by realizing that the worst that could happen was that she would be ignored and it couldn't hurt to try.

Allyson was excited when several of the Assistant Deputy Ministers (ADM) contacted her saying that they had passed her resume on to their managers who did most of the hiring. She also ended up speaking on the phone with one ADM about her career aspirations and how she could improve her cover letter. "It was really informative about how I could better present myself to potential employers in this sector."

Soon after, Allyson received a call from a manager in the Ministry of Children and Youth Services who had a research position opening. "Happily, I was offered the job and I've just heard that my contract is most likely going to be extended."

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Thank You



Thank you to all employers and organizations participating in our 2013-2014 programs and events. Thank you for sharing information and opportunities with the students of Queen's University.

Queen's Career Services

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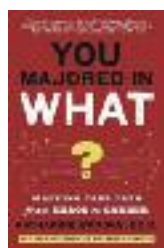


Your career reading list

Reviews of selected career books
by Career Information Coordinator,
Debbie Mundell

Title: You Majored In What?

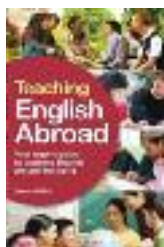
Author: Katharine Brooks



This book helps students chart their own unique path from degree to career. Dr. Brooks validates the confusion and sense of being overwhelmed that can accompany thoughts of life beyond graduation. I like that the writing is straightforward and conversational and the author uses examples that resonate with students. Overall, the book aims to help readers understand where their degree fits into their next steps, how to communicate the value of their degree to employers and gives a process to help students actively participate in “mapping their path from chaos to career.” A great start for students wondering, “After I graduate...What’s Next?”

Title: Teaching English Abroad

Author: Susan Griffiths

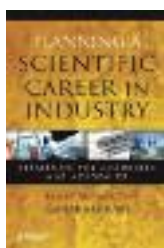


This book is a detailed guide to finding work abroad teaching English as a foreign language. It is packed with real life accounts from people who have already had this experience.

It includes a directory of over 380 EFL training courses and a country-by-country guide to long and short-term placements for both trained and untrained teachers.

Title: Planning a Scientific Career in Industry – Strategies for Graduates and Academics

Author: Sanat Mohanty
and Ranjana Ghosh



This book is a handy guide for students seeking a scientific career in industry. It is helpful for students who don’t know exactly what they are looking for, what options they have available or how to position themselves to achieve their goals. This book shares insights into what makes an industry tick and demonstrates how this knowledge can be used to open new career doors. It also provides unique insight for new graduates on the technology sector, offers tools of the trade that can be used by graduates to help them understand the nature and viability of career choices, and the value of specific skills. This book presents a variety of sound guidelines that help chart a career course filled with rewarding opportunities.

Title: The Essential Phone Interview

Author: Paul J. Bailo



More and more employers are conducting phone interviews as their first contact with the job candidate. This book is easy to read and offers practical advice about

how to ace a phone interview. The author gives suggestions including using a landline if possible, talking in sound bites and dressing up for the interview and explains why these suggestions are important. He emphasizes that the preparation for a phone interview should be as extensive as it would be for a face-to-face meeting. There is a detailed table of contents and an index so it is very easy to find specific information that you may want to quickly refer to for any phone interview.


Title: Best Resumes for College Students and New Grads

Author: Louise M Kursmark



This book gives situation-specific advice for creating resumes and explains how to use them effectively while navigating the job market. It also provides guidance on writing cover letters, identifying skills, and presenting your college experience effectively. There is a collection of more than 100 professionally written resume and cover letter samples, all which have been written for college students and new graduates. There is also a chapter on using social media and other online resources in the job search, as well as updated resume samples for those situations. It also features resume and cover letter writing tips that will help you relate your college or university experience to the job you want and worksheets for discovering your skills and presenting your experience most effectively.

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