

# Steps to getting jobs



Did you know that 4 per cent of jobs are always open? Do you realize that up to 80 per cent of jobs are never openly advertised? How do you increase the chance of being one of those people who get a job?

Finding a job is less often a consequence of luck than of a thorough and organized job hunt. Here are a few suggestions that will maximize your chances of getting that sought-after job.

## Resumes

A good resume is the first step in finding a job. Sure, no one ever hired a piece of paper, but a resume is important to sell yourself to an employer. A good one is essential if you want an interview from a potential employer. A resume is a strong marketing tool for you if you have put effort into preparing a detailed one. Individual assistance in compiling your resume is available at the Student Employment Centre.

## Job Applications

Many federal and provincial government departments have deadlines for summer employment applications shortly. Always ensure they are completed fully and accurately.

It is especially important that you take the time to relate your specific skills and abilities for the job under consideration. For example, if you are applying for a surf-guard position, a photocopy of all relevant and current certificates is a good way to show your qualifications for the job. You should also list previous places where you used your surf-guarding skills.

Remember, if you can't sell yourself on paper (applic-

ation), you probably won't get the chance to sell yourself in person (interview).

## Interviews

The impression you make (or don't make) at an interview can spell the difference between success or failure, so it is wise to prepare for them. Even an excellent application won't get you the job since "the world of work is a world of people."

Few applicants adequately prepare themselves by researching the job, looking at themselves honestly and objectively, and learning about the employer.

A videotaped (mock) interview can be arranged if you are interested and can be quite helpful.

Some interviews use two or three interviewers (e.g., government) who ask questions and write down your answers.

The four key questions are: why are you here? what can you do for me? how much are you going to cost?

Finally, no interview is over until you have sent a thank-you note.

## Being Organized

The importance of being organized in your approach cannot be over-emphasized. This ensures you are covering all the possibilities.

Register with the Canada Employment Centre on Campus.

Watch for job openings on bulletin boards.

Look for opportunities in the paper — continually.

Decide where you would like to work and who does the real hiring. Then see them in person and/or write as well.

Follow up again in a few weeks' time (perhaps you'll

have come up with some other thoughts or ideas by then as well).

Know your strengths and weaknesses, interests and abilities. Take control of the process yourself.

You might only be able to devote one afternoon a week until May, but that adds up. Then spend 40 hours a week looking (if you haven't found anything by then).

## Contacts

The key to finding a job is contacts, contacts, contacts.

A contact is ANYONE you know, or who knows you. Everyone has contacts everywhere.

Be systematic rather than haphazard in your approach. Make sure your contacts know you are job-hunting and what you are willing to do. Each contact may be able to suggest others.

Keep an organized list for future use and follow-up. It has been said that getting a job consists of a "NO-NO-NO-NO-NO-YES" approach.

But if you are organized and persistent in your efforts, leads will come up, interviews will materialize, and jobs will be offered.

## Conclusion

While the economy plays a vital part in the generation of jobs, YOU play a key role in your own job generation through your applied efforts.

There are traditional and non-traditional approaches, each with its own degree of success.

Have you really taken the time to list (and contact) all your contacts?

Time is on your side if you start now.

Good luck in your job search.

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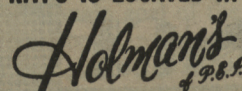
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## Life Styles

By Lori Anne Heckbert

Quick, I haven't much time. The men in the white coats are here to take me away. However, before I go, I just want to drop this bombshell:

### The word of the week is "Yes".

Next week's column will feature a discussion of the social implications of this rather clearly defined statement. Bye.

## Part-time bursary - \$150

An award of \$150 is being offered to part-time students enrolled at UPEI.

The terms of this new bursary are as follows:

given to a needy student, registered for three or six semester hours of credit in the second semester, who has received passing grades in all courses in the last semester registered at UPEI.

Applications are available at the Registrar's Office or at Student Services. Closing date for applications is **Friday, 8 February 1985.**