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JOB SEARCHING TIPS



1 Understand your goals & priorities

Ask yourself: what are you looking for in employment? Are you wanting it for the experience and skill it will add to your resume? Do you need to obtain employment to help support you financially while completing your studies?

Experience Only

Think about co-op and internships that tie to academic credit. This allows you to expand your resume and learning. Volunteering is also another great way to expand your resume and learning. Both of these options will make you a more sought after candidate for jobs.

Extra Income/Financial Support

- Continue the job search process. Once you find a position, **DON'T** leave it after two weeks! This could hurt the next international student who tries to apply.
- Having issues? Talk about employee-rights or Canadian labour standards with one of our Career Coaches or an advisor from the Office of Global Engagement.



2 Update your resume

Schedule in time to update your resume document so that it is ready when jobs begin to appear in CareerCentral or other on-line job boards.

1 Start with a fresh document. Don't use templates or websites that compose resumes for you. Fill-in-the-blank templates are difficult to format and add content later on. Additionally, they often misguide students on what is truly needed on a resume.

2 Make sure your bullet-points are more than just job duties. Each of your experiences should have 3-5 bulleted action statements. These statements are what's going to set you apart from other candidates!

Look at this example

"Worked a cash register and maintained daily drawer count."

to

"Maintained a cash drawer of \$500 daily, processed accounting paperwork at the end of shift with minimal averages and shortages."

This improved description tells a hiring manager a lot more about your level of responsibility and accountability for the money entrusted to you.

3

Watch for Jobs

Make time to check the job board in CareerOneStop.org for available positions. Further, follow these tips while searching:

1

Don't apply for everything you see. It wastes the hiring manager's time. Weed out those you don't qualify for. If they recognize you in a pool of applicants at a later time - they'll think you don't pay attention to detail.

2

Dedicate time daily to check the job board. By doing this, you'll get ahead on those who only check the board once a week or so. Additionally, create a job alert that tells you when new positions are posted.

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Ask your....

If you need help or have questions **ASK...** the Talent Search Coordinator at your school!

Depending on your specific need(s).... you can,

- ask your Co-op/Internship Coordinator
- one of our Career Coaching Service experts,
- someone from OGE or another student advisor
- ask your faculty/instructors or an International Peer Connector



Talent Search Website holds lots of helpful student resources, **under** the "Resource" and "Senior Resources" tab

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Stay in touch with us!

We may be aware of opportunities that open up, giving you a head start to the job board for applications and deadlines.

Contact Information:

Phone: 843-899-8085

Email:

tritalentsearch@tridenttech.edu

Website:

<https://www.tridenttech.edu/student/help/eop/talent/index.htm>

Don't ignore Talent Search emails!!!

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Stay aware of fraudulent jobs



Be aware of fraudulent jobs and research every position.



Don't take a position that may jeopardize your status. Working "off the books for cash", at positions that are not in the parameters of your status may leave you open to actions that could affect you finishing your education as scheduled.



Always have a conversation about types of employment you can participate in.