

SOME TIPS AND TRICKS FOR A JOB SEARCH DURING COVID-19

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WHERE TO LOOK

- Reach out to people you know personally, from LinkedIn connections, family friends, past employers, professors, or groups you've volunteered with in the past
- Find manager's names in the department you're interested in through government databases such as the [Government Electronic Directory Services \(GEDS\)](#), or check out *mySuccess* portal on Carleton Central (under job postings), and a list of other summer programs [here](#)
- Volunteering can sometimes turn into a job! Reach out to politicians, NGOs or small businesses to volunteer your skills in social media, research or admin work

Note: Even if they don't have opportunities now, employers can keep you in mind for jobs that open up. Showing your initiative and interest can go a long way!

WRITING AN INTRODUCTION EMAIL

- Keep it simple! Have a brief subject line (e.g. Summer Employment) and an email text that gets to the point
- Solve a problem for your employer: demonstrate through your skills how you can add value, especially during COVID! (e.g. knowledge and experience of working and learning remotely, experience collaborating virtually)
- Talk about your interests, why you're interested in this position, and how this opportunity will benefit you in the future.
- Attach relevant files, such as your resume and references

RESUME, COVER LETTER, AND REFERENCES

- Tailor your resume and cover letter as much as possible to the company or organization you want to apply to (e.g. if it's a group that does a lot of research, focus on your research skills!)
- References are people that will vouch for your skills and work habits. Make sure you find people who know how you work, and be sure to give them a heads up if you're using them as a reference!
- Check out existing AKCESS resources on our website for more [information](#)

FOLLOWING UP AND KEEPING THE CONNECTION

- Don't be afraid to follow up! Sending a reminder email 3-5 working days later is ok if you haven't heard back
- People love to talk about themselves! Even if there isn't a job available, you can always ask to meet with someone in a position you're interested in to learn more about their career path

Good Luck!