

# GRADUATING STUDENT HANDBOOK

Career Development, Student Life

As you prepare to graduate, consider utilizing the following offerings and resources to enhance your transition to the world of work.

2025

Did you know that Career Development offers programs and supports for graduating students and alumni to help them with career planning and reaching employment goals?

As you prepare to graduate, consider utilizing the following offerings and resources to enhance your transition to the world of work.

The offerings highlighted in this handbook are available both in-person and virtually through various mediums, including appointments, information sessions, resume/cover letter feedback, and events.

### **Career Assessments**

Learn more about yourself and your interests through career assessment tools that help facilitate self-exploration and Career Development. Contact [Career Development](#) to learn more about career assessment tools, such as:

- [Career Cruising](#)
- [Strong Interest Inventory](#)
- [Strengths](#)

### **Career Advising Appointments**

- Career and employment advising will help you explore your interests and strengths to help you identify an action plan for next steps in your career exploration, planning, and job search process.
- Examples of appointment types include Job Search Strategies, Leveraging LinkedIn, and Career Exploration & Planning.
- Current students can book an appointment through [Microsoft Bookings](#). Alumni can contact [careerdevelopment@mun.ca](mailto:careerdevelopment@mun.ca) to schedule an appointment.
  - Please note: Students may be asked to authenticate their login credentials when they access Microsoft Bookings.
- Graduate students can email Xin Wang, Senior Career Development Coordinator, at [xw8080@mun.ca](mailto:xw8080@mun.ca).
- Business students can schedule an appointment through [Embark](#), a student success center within the Faculty of Business.

### **Resume/Cover Letter Critiques**

- As you prepare your job applications, use Career Development's [Resume and Cover Letter Guide](#) to perfect your resume and cover letter and get your application noticed.

- The Career Development Office offers drop-in resume clinics every semester. Bookmark the [Student Life Events Calendar](#) or [LinkedIn page](#) to view the schedule.
- Submit your resume and cover letter to [careerdevelopment@mun.ca](mailto:careerdevelopment@mun.ca) to receive feedback from our Career Advisors on how to best highlight your qualifications and experiences so that you stand out as a top candidate.

### **Interview Preparation**

- Nervous about interviews? Need advice on interview techniques? Preparation is key to overcome interview jitters! Career Development has [resources](#) available to help you prepare for a job interview and review common behavioral interview questions.
- Practice mock interviews through [InStage](#), an AI-powered mock interview software available to student. Students can receive feedback that they can use to improve their interview performance and make a positive impression.

### **Creating Your LinkedIn Profile**

- It is important for graduates to have an active LinkedIn profile before (and after) graduating to help them network, establish connections, and build their online presence.
- Current students and alumni can book an appointment with a Career Advisor through Microsoft Bookings to receive a review of their LinkedIn profile.
- The Career Development Office offers LinkedIn workshops during the semester. Visit the [Student Life Calendar](#) regularly for upcoming workshops.

### **Skill Building**

- Attend a workshop facilitated by Career Development to help you advance your career! Sessions are offered throughout the semester on a variety of topics, including LinkedIn, Campus to Career, and skill building. Workshop schedules are available on the [Student Life Calendar](#).
- Topics include LinkedIn, Resume and Cover Letter Writing, and Campus to Career.
- Always look out for professional development opportunities, especially those that are of low or no cost. For example, [LinkedIn Learning](#) offers courses on topics including artificial intelligence (AI), Excel, creative thinking and more. [Coursera](#) offers free courses on topics including graphic design, business, social sciences, and more.
- Check out the [Student Success Competencies](#) as a guide to understanding individual skill development.

## **Classroom to Career Week (May 5-9, 2025)**

### *Job Search Jumpstart Miniseries (Virtual and In-Person Options) – May 5 & 6, 2025*

This virtual workshop covers the essentials of a successful job search, from creating a strong resume and cover letter to updating your LinkedIn profile. Learn how to tailor your application materials to stand out, discover effective job search strategies, gain confidence and showcase your talents on LinkedIn. Whether you're just starting out or looking to refine your approach, this session will help you present your best self to employers. The video series is aimed to help upcoming and new graduates as they transition from classroom to career. Sessions focus on storytelling, career planning, job search, and career resources.

### **Job Fairs**

#### *New Graduate Job Fair – May 7, 2025*

Taking place every May, the New Graduate Job Fair presents students, recent graduates, and alumni with an opportunity to discuss post-graduation employment across the province and beyond. This year's New Graduate Job Fair takes place on Wednesday, May 7, 2025.

#### *Career & Graduate School Fair – September 24, 2025*

Taking place every September, the Career & Graduate School Fair provides new graduates and alumni an opportunity to connect with exhibitors from a range of industries and sectors. Whether you are seeking employment, changing career paths, or exploring opportunities for graduate schools, the Career & Graduate School Fair offers something for everyone!

The 2025 Career & Graduate School Fair is taking place in-person on Wednesday, September 24, 2025.

For more information about the fair, and how to register, please visit:

<https://www.mun.ca/student/career-services/undergraduate-students/meet-employers/career-and-graduate-school-fair/>

Additionally, students and graduates can avail of several industry and company specific job fairs in the community to help connect them to opportunities.

#### *Summer Job Fair*

Taking place every March during our annual Career Week, the Summer Job Fair provides students with an opportunity to meet with employers recruiting for summer and/or part-time employment. The next Summer Job Fair will take place in March 2026.

## Ten Thousand Coffees

- Sign up for the [Ten Thousand Coffees platform](#) build your networking and communication skills.
- The platform matches users with other Memorial students and alumni based on their industry and current interests.
- Connect with your monthly match to receive and share advice, discuss your experience, and gain a better understanding of what careers are available with your degree.

## Employer Information Sessions

Meeting employers and learning about career opportunities in a variety of fields is a key part of career development.

Attend an employer information session to:

- Gain valuable information about an organization and its career options
- Build your network
- Ask questions and conduct a mini-informational interviewer with the recruiter
- Learn about employment opportunities available

Information sessions are posted on the [Student Life Events Calendar](#).

## Breaking Barriers to Employment

Are you a recent or upcoming graduate with a disability who is experience barriers to employment? Connect with a Career Advisor to explore possible ways to reach your full potential and achieve your career goals. Current students can book an appointment through [Microsoft Bookings](#). Alumni can email [careerdevelopment@mun.ca](mailto:careerdevelopment@mun.ca) to schedule an appointment with a Career Advisor.

## Graduate Transition to Employment Program (GTEP)

- Administered by Career Development, [GTEP \(Graduate Transition to Employment Program\)](#) is an incentive for employers in Newfoundland and Labrador to hire Memorial University graduates, providing \$6,250 of the starting salary of an approved position for a period of 26 weeks. Graduates can use GTEP when approaching employers of interest as an incentive and sales tool to garner full-time career-related employment.
- Memorial University graduates who have successfully completed a post-secondary program (minimum duration of one year) and are currently unemployed or

underemployed (ie. Working less than 20 hours per week or not in an area related to their study) are eligible to apply.

### **Labour Market Information (LMI)**

Arm yourself with Labour Market Information to stay informed on current job trends and occupations. Use LMI to help you prepare for job interviews (salary ranges) and review and research current data/information on career options, educational opportunities, and employment outlooks. Below are some sources of LMI to get you started:

- Government of NL – Labour Market Information: <https://www.gov.nl.ca/labourmarketinformation/>
- Government of NL – Labour Market Information – Career Profiles: <https://www.gov.nl.ca/labourmarketinformation/career-profiles/>
- Government of Canada – Labour Market Information: <https://www.jobbank.gc.ca/trend-analysis>
- Government of Canada – ESDC: <https://www.canada.ca/en/employment-social-development.html>

### **Job Boards:**

Career Development hosts a [job board](#) accessible to students and recent alumni advertising career opportunities in a variety of sectors. Alumni can access the job board for up to two years (2) after graduation.

Additionally, new graduates can also take advantage of several other employment websites that will help connect them to employers:

- [Job Bank](#)
- [Indeed](#)
- [Government of Canada jobs](#)
- [Government of Newfoundland and Labrador jobs](#)
- [Career Beacon](#)
- [Green Job Bank](#)
- [Newfoundland and Labrador Health Services - Careers](#)

\*\*Always be mindful of employment scams when applying for jobs. [Click here](#) for tips to recognize fraudulent jobs and protect yourself from scam employers.

### **Graduate School**

Attending grad school can be an important part of Career Development. Memorial University offers more than 100 [graduate programs](#) including graduate diplomas, masters

degrees, and doctoral degree programs in humanities and social science, sciences, interdisciplinary, and professional programs. Contact the [School of Graduate Studies](#) to discuss whether grad school is right for you!

### **Suggested Readings**

Take advantage of articles with advice and tips for new graduates, including the following:

- [The Job Outlook for the Class of 2025](#)
- [Graduating in the current job market: How graduates can still find a job](#)
- [What advice do you wish you'd gotten when you graduated college?](#)
- [Starting Strong: Early career advice for new grads](#)

If you have any questions about the information outlined in this handbook, please email [careerdevelopment@mun.ca](mailto:careerdevelopment@mun.ca).