

Are you interested in learning more about the job search process? Keep in mind that there is both an open and a hidden job market. In fact, jobs can be found in many ways:

- Through advertised avenues
- Through unadvertised avenues (e.g. thanks to networking, in person or through social media)

## Open Job Market (Advertised Jobs)

- Check online and offline job postings
- Attend job fairs and employer information sessions
- Use social networking sites to post or follow updates, make connections, and send messages

## Hidden Job Market (Unadvertised Jobs)

Many jobs are not advertised. It is difficult, however, to quantify how many. Networking is therefore crucial to make connections and develop job leads.

### Networking

- Prepare a list of your contacts (friends, family, professors, past employers, acquaintances) and start telling people that you are job hunting.
- Research companies and professional association websites for potential hidden jobs and industry contacts. You can connect with them in person, phone, email, or LinkedIn.
- Once you have identified a field you are interested in, ask a professional in that industry for an **informational interview**.
- You need to learn how to market yourself. Devote time to networking by attending on-campus and off-campus networking events to expand your professional network. Carry business cards with you.
- Prepare (and practice) your **elevator pitch**.

## Supporting Documents: Resume and Cover Letter

- Be mindful that a resume is different than a **CV**.
- Prepare a resume and cover letter in draft form. When a job opportunity arises, start from your draft and tailor your supporting documents to the position you are applying for.
- Be prepared to provide examples of how your degree has trained you for a non-academic setting. Highlight the many **transferable skills** that you have acquired. Transferable skills are equally (if not more) important than technical skills.
- Hiring Managers and recruiters value **co-curricular** and **extra-curricular involvement**. Academic excellence is definitely important, but your on-campus and off-campus involvement are what makes you even more unique. Volunteering and getting involved in student government and community are great ways to build up your resume and gain useful transferable skills.

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## Additional Resources

### Self-assessment Tools

Use self-assessment tools to look into work environments you may be interested in. Look into **Career Cruising's Career Matchmaker** (<https://www.careercruising.com>), the **Strong Interest Inventory** (<http://www.mun.ca/counselling/career>), and **StrengthsFinder** (<https://www.gallupstrengthscenter.com>).

### Career Fairs

Attend career fairs such as Memorial University's Career and Graduate School Fair and Summer Job Fair.

### LinkedIn

Use LinkedIn to keep in touch with your professional connections and to search for job opportunities in your field

### Board of Trade's Connector Program

<http://stjohnsbot.ca/membership/connector-program>

### Job Postings

Consult the job postings on the Student Life website:

(<https://www.mun.ca/student/student-success/work-experience/work-off-campus.php>)

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**To book an appointment with a career advisor, visit:**  
<https://www.mun.ca/student/student-success/career/>

Career Development (Student Life)  
University Centre 4002  
(709) 864-2033 or [careerdevelopment@mun.ca](mailto:careerdevelopment@mun.ca)