

Summer Job Search & Volunteer Opportunities

Kyla Friel, Career Services | February 25, 2025

agenda

ELEVATOR PITCH

COVER LETTER & RESUME

SUMMER EMPLOYMENT PROGRAMS

VOLUNTEER OPPORTUNITIES

*POLL: WHAT SUMMER JOB ARE
YOU HOPING FOR?



elevator pitch

Explain versus sell.
Make your best impression on your own terms.

The Muse 15-minute method to writing an unforgettable elevator speech

What you do
Why it matters
Why/how you do it
What's next (summer job goals or career goals)

Use your elevator pitch 3 ways

Resume (shortest length)	Cover letter (medium length)	Interview (longest)
2 to 3 sentences in your profile or summary section at the top of your resume	The first paragraph of your cover letter	As a 1-minute verbal introduction to who you are.

YOUR NAME, CONTACT
ORGANIZATION NAME, ADDRESS
JOB TITLE AND ID NUMBER
DATE
GREETING – DEAR HIRING MANAGER
PARAGRAPH 1 – ELEVATOR PITCH
PARAGRAPH 2 – STAR TECHNIQUE
PARAGRAPH 3 – STAR TECHNIQUE OR
VALUES, CONTRIBUTIONS YOU CAN
MAKE
PARAGRAPH 4 – CLOSING
SINCERELY,
YOUR NAME

cover letter structure

cover letter sample

SAMPLE COVER LETTER

Jane Morriseau

78-A Pine Street East, Halifax, Nova Scotia

902.555.1212 / jane.morriseau@msvu.ca / <https://www.linkedin.com/in/janemorriseau>

Human Resources

Clothing Store

25 Main Street

Halifax, Nova Scotia B3J 2D4

RE: Application for Salesperson – Competition #J274-799

May 1, 2021

Dear Hiring Manager,

I am interested in applying for the position of salesperson at Clothing Store. I've developed persuasive sales skills and cash handling experience as fundraising chair of the Business and Tourism Society. As student entering the third year of my Business and Tourism degree, my focus on economics and accounting has helped me understand the day-to-day routines needed to successfully manage a business.

The ability to keep organized and motivate others is important in a sales environment. In addition to my experience in fundraising, I acquired great multitasking and leadership skills through my involvement as a timekeeper at varsity basketball games and as a coach of a junior soccer team. When big outcomes were at stake – like maintaining fair play during an intense game or landing a major sponsor for our society's year-end gala – multitasking and leadership have helped me and my colleagues win the day.

I was impressed to see Clothing Store listed as one of Canada's Top 100 employers. I would love the opportunity to be a part of your company. I am available for an interview at your convenience. You can contact me at 902.555.1212 or via email at jane.morriseau@msvu.ca. I look forward to hearing from you.

Sincerely,

Jane Morriseau

star technique

Situation – Describe the context or problem, what was happening

Task – What needed to be done/decision you or the team needed to make

Action – The step(s) you took, what happened next

Result – The outcome

***B**onus – What you took from the experience and have now applied to your learning or career



YOUR NAME, CONTACT
PROFILE OR SUMMARY (OPTIONAL)
EDUCATION
SKILLS
WORK EXPERIENCE
VOLUNTEER EXPERIENCE
PROFESSIONAL DEVELOPMENT
CERTIFICATIONS AND TRAINING
AWARDS
*OTHER SECTIONS AS NEEDED (E.G.
LANGUAGES)
AREAS OF INTEREST

resume structure

Your Name

email@msvu.ca | 902-XXX-XXXX
123 Your Address, City, NS B0A 0A0

Profile

Fill in profile text here. Remember to closely review every section before submitting your resume for a job application.

Education

Bachelor of X, Subject (major), Subject (minor) 20XX – Present
Mount Saint Vincent University, Halifax, NS

Skills

- Most relevant skill with description
- Another relevant skill
- Another relevant skill

Work Experience

Job Title Sep. 20XX – Present
Company name, City, NS

- Include responsibilities and achievements for your most recent role.
- Statement 2.
- Statement 3.

Job Title May 20XX – Aug. 20XX
Company name, City, NS

- If adding a third job, copy [ctrl+c] and paste [ctrl+v] this item.
- Statement 2.
- Statement 3.

Volunteer Experience

Volunteer Title Oct. 20XX – Present
Organization, City, NS

- Include continuous, consistent, relevant, and/or long-term volunteer experience.
- May include more than one volunteer role, just copy and paste this item.

Professional Development

Name of activity or event Nov. 20XX
Brief description of activity or event
Organization hosting activity or event

Training and Certifications

Name of training or certification May 20XX
Brief description of training or certification (try to make it relevant)
Organization offering training or certification

Name of training or certification May 20XX
Brief description of training or certification (try to make it relevant)
Organization offering training or certification

Name of training or certification May 20XX
Brief description of training or certification (try to make it relevant)
Organization offering training or certification

[Other Sections as Needed]

Consider including languages, awards, published articles, academic or professional memberships relevant to the job, or some other category that shows your skills, talents, and fit for the job.

Interests and Activities

Organization, group, or activity name Apr. 20XX – Present
Brief description



summer employment programs

Canada Summer Jobs & Parks Canada
[Canada Summer Jobs](#) – Opens April 21, 2025

[Parks Canada](#) – Application deadline March 1, 2025 for Summer Jobs Inventory (pool); other jobs posted. Canadian citizens and permanent residents up to 30 years old can apply

Clean Foundation [Leadership Summer Internship \(NS & PEI\), other internships](#)
Closes March 10, 2025.
Domestic and international students up to 30 years old can apply. Requires registration. Check for designated jobs

Federal Student Work Experience Program ([FSWEP](#))

Year-round, part-time/full-time. Pool format.

Canadian citizens and permanent residents up to 30 years old can apply

Government of Nova Scotia
[Job postings](#)

Use keywords 'summer' and 'student' to filter jobs. Open now and ongoing. Must be returning student; check job posting for details



summer employment programs

Halifax Regional Municipality

Parks & Recreation

Open now, apply by March 16, 2025
and April 6, 2025

Domestic and international students
can apply

MSVU Students' Union (on campus)

Job postings

Check throughout the year and in
Jan/Feb. 2026 for summer jobs. Current
jobs on the website are closed now.

Domestic and international students
can apply. Packages available at The
Hub for paid elected positions

Nova Scotia Student Summer Skills Incentive SKILL

Start checking April 1 for the 2025
Summer Job Catalogue
(PDF). Domestic and international
students can apply. No age limit

Student Works (on campus)

Check eligibility

Career Connects (job postings)

Domestic and international students
can apply March 3 to March 14, 2025.
32.5 hours per week, \$17 per hour +
fringe



Summer 2025 Student Works On Campus Jobs

Department

Athletics & Recreation
Black Student Support Office
Student Recruitment
Applied Human Nutrition
Residence Life
Business & Tourism
Art Gallery
Accessibility Services
Alexa McDonough Institute for Women, Gender & Social Justice
Centre for Academic Advising and Student Success
Library & Archives
Facilities Management
Teaching and Learning Centre

Position

Day Camp Inclusion Support Staff
Student Support Assistant
Communication and Engagement Strategist
AHN Program Communications Assistant
Residence Life Communications Coordinator
Kinu Course Content & Administrative Support
Gallery Attendant and Archive Assistant
Accessibility Assistant
Program Planning Assistant
Peer Academic and Student Success Advisor
Library Collections Student Assistant
Inventory Control Liaison
Curriculum Assistant

job platforms/ other opportunities

[@HALIFAXNOISEJOBS](#) (INSTAGRAM)

MSVU CAREER SERVICES WEBSITE
[CURRENT STUDENTS](#)
[EVENTS & WORKSHOP MATERIALS](#)

MOUNT MENTORS 2025-26

[MSVU CAREER CONNECTS](#)

JOB #12558 - MSVU 2025-2026

MOUNT MENTORS (TWO POSITIONS)

CLOSES FEBRUARY 28, 2025

- 2 POSITIONS (1 UNDERGRADUATE STUDENT, 1 GRADUATE STUDENT)
- 5 TO 10 HOURS PER WEEK
- \$17 PER HOUR
- JULY 7, 2025 TO APRIL 10, 2026



volunteering

[Volunteer Halifax](#)

[Volunteer Nova Scotia](#)

[VolunteerConnector](#)

thank you!

CAREER SERVICES

IN-PERSON, VIRTUAL APPOINTMENTS
NOW AND INTO THE SUMMER!

COUNSELLING@MSVU.CA

902-457-6567

*THURSDAY AFTERNOON DROP-INS
IN THE MCCAIN ATRIUM
1 P.M. TO 2:30 P.M.