Summer Job Search & Volunteer Opportunities

agenda

COVER LETTER & RESUME

SUMMER EMPLOYMENT PROGRAMS

VOLUNTEER OPPORTUNITIES

*POLL: WHAT SUMMER JOB ARE YOU HOPING FOR?



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	Cover letter	Interview
(shortest length)	(medium length)	(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

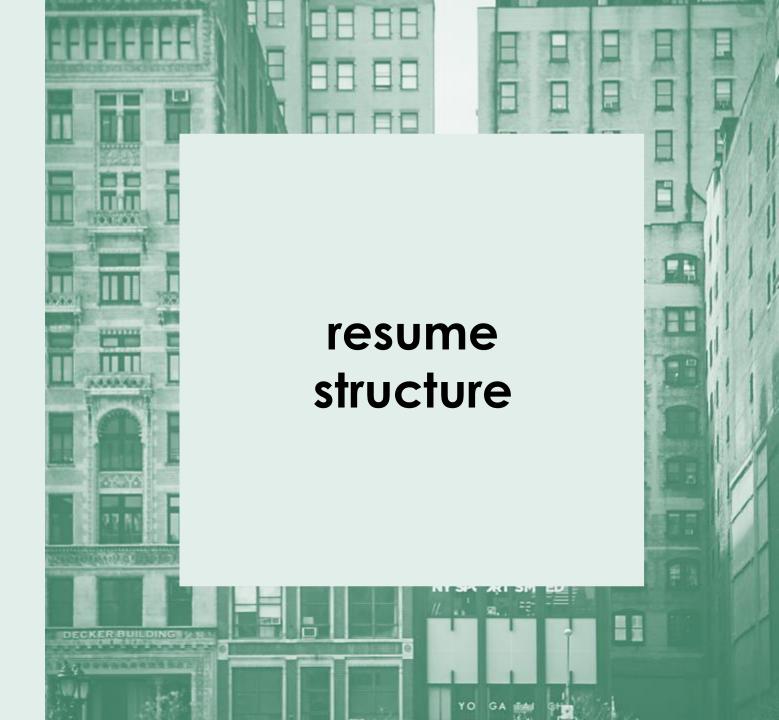
Task – What needed to be done/decision you or the team needed to make

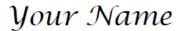
Action – The step(s) you took, what happened next

Result – The outcome

*Bonus – 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





email@msvu.ca | 902-XXX-XXXX 123 Your Address, City, NS BOA 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)
Mount Saint Vincent University, Halifax, NS

20XX - Present

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

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 Brief description Apr. 20XX - Present

Page 1 of 2

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 (<u>FSWEP</u>)

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

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.

thank you!