



Summer Job Search & Volunteer Opportunities

Kyla Friel, Career Services | January 22, 2021

Agenda

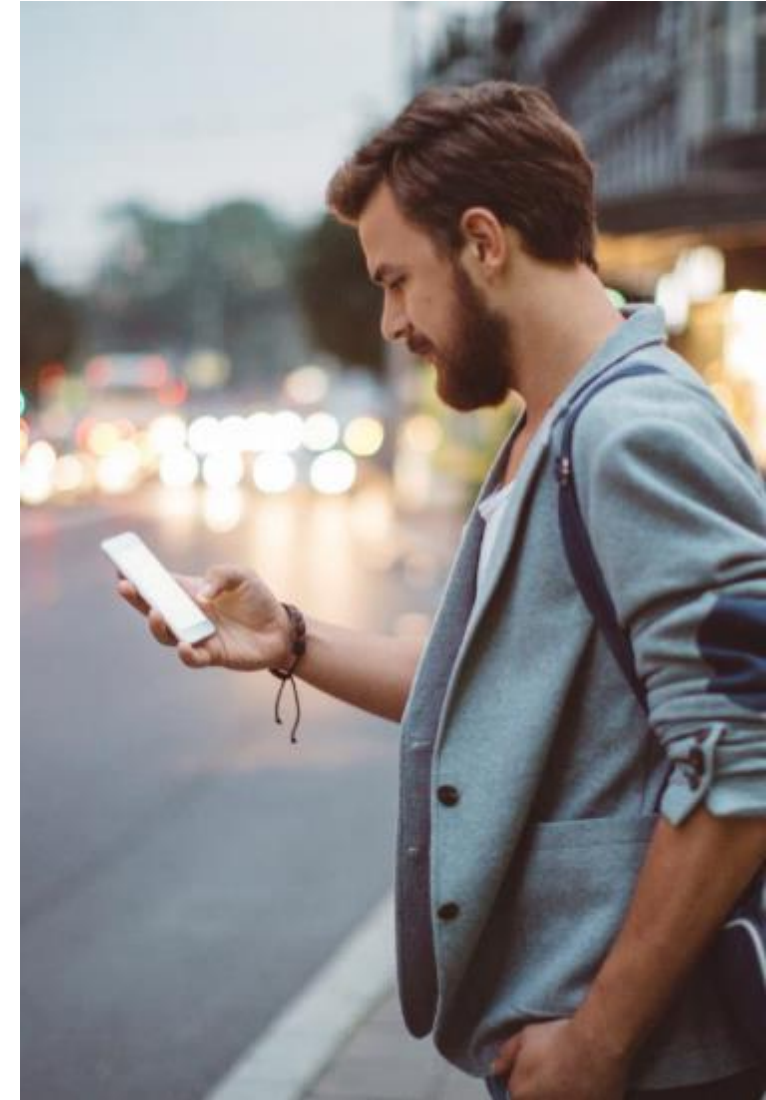
Elevator pitch (chat/video/cover letter/resume)

Summer employment programs

Resume – Combination format

Cover letter

Volunteer opportunities





Elevator pitch

Resource: The Muse [15-minute Method](#) to Writing an Unforgettable Elevator Pitch



What you do

Why it matters

Why/how you do it

What's next (job search/career goals)

*Bonus: reflect on your personal 'yes or no categories' related to what you'd be willing to do for work (e.g. move, work part-time, etc.)

Elevator pitch in action

Online chat (networking)

- 2 to 3 sentences
- Simple, typeable text
- No 'copy paste' – it will be detected
- Slow, natural pace (some details up front, some details as contact or potential employer asks questions)

Video chat (networking or interview)

- Networking: elevator pitch is 10 to 20 seconds
- Video interview: elevator pitch is 20 to 30 seconds
- Simple, natural (not rehearsed sounding)
- If in an interview: make connections from your experience to the job posting or organization

Elevator pitch in action

Resume

- Up to 3 sentences in 'Profile' or 'Summary' section
- Not 'cut and paste' from cover letter

Cover letter

- First paragraph: elevator pitch (4 to 5 short sentences)

Summer employment programs

[Federal Student Work Experience Program](#)

[Canada Summer Jobs](#)

Student Works (on campus jobs posted in March) on [Career Connects](#)

Career Services [job posting sites](#)

Resume – Combination format



- Name, Contact
- Summary or Profile
- Education
- Skills
- Work Experience
- Community Involvement
- Professional Development
- Certifications and Training
- Awards
- Interests (language exchange, curated Instagram account, league sports, etc.)



Resource: [McGill University Cover Letter and CV](#)

Cover letter

Name, contact (same header as resume)

Employer contact, address

Date

Dear Hiring Manager

Paragraph 1: elevator pitch (4 to 5 short sentences)

Paragraph 2: example of work that relates to job posting. Use the STAR approach. Explain the situation or problem, the task or action you did to improve or resolve it, and the result.

Paragraph 3: example of work that relates to job posting. Use STAR approach.

Closing. Resource: [8 Brilliant Cover Letter Closing Paragraphs](#)



Volunteer opportunities

CONNECT WITH CAREER SERVICES

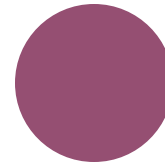
Book appointment online via [Career Connects](#)

Email co-op@msvu.ca

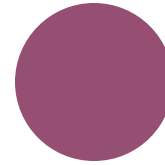
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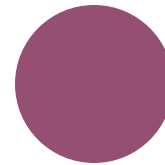
Career counselling and career support | cover letter and resume review | interview coaching | job search support



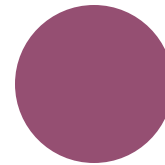
New posting this week: [Indigo Girls Group](#)



Resource: [Volunteer Nova Scotia](#)



Resource: [Volunteer Halifax](#)



Remember to add your volunteer experience to your Co-curricular Record in [Career Connects](#)