

Summer Job Search & Volunteer Opportunities

Kyla Friel, Career Services | January 22, 2021

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

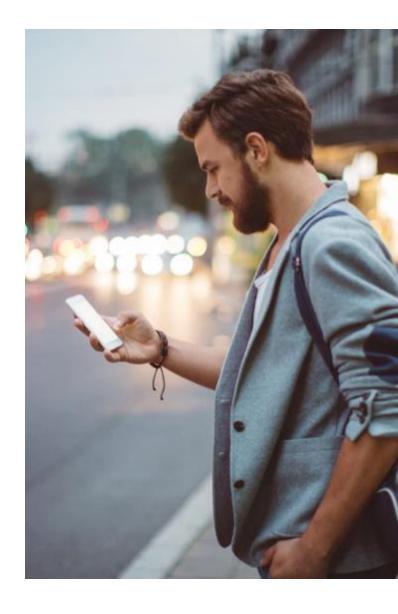
Summer employment programs

Resume – Combination format



Cover letter

Volunteer opportunities





Elevator pitch

Resource: The Muse <u>15-minute Method</u> 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 <u>Career Connects</u>

Career Services job posting sites

Frank Nelson

Establishing soon Treamphorement (New Diego, CA 1994).

SUMMARY

Professional angular experiment in recentificit tracking orders and handling defension for a big-loss store. Using our door sensating with department leaders, versions and man measures to inderstand sequiements and implement position advisors. Position, optical and researched into player.

SKILLS

Process facilitation
 ERP system
 HIS office
 Problem resolution

Propri recognized
 Transportation planning
 Supformation support
 Producing coperties

EXPERIENCE

Lead Expeditor, Target, August 2148 Carrent

- Sun Depr, CA + West with the supervisors and team menders to understand transportation media and bring levels within desired takeness
- Camplete eight in five lags and reports dataflag, delivery data such as battery, prim and quality assumant results, helping management make economy operational deriviews.
- + Address internal capply problems load on and develop-resultes solutions to prevent delaps and intend targets

Expeditor, Target, Jamary anti-July and

San Diego, CA

- Trained and memory according to a Target's policies and pressure
 Tracked memorial of more than one receiving and pressuring critical refers on time.
- Addressed internal sugary problems head on and developed creative solutions to pervent delays and mineri targets

Seasonal Expeditor, Target, October 2015, December 2015

San Diego, CA

- Control to written reports of any pending thiliwary delays to more management per week
 Communicated with more than 5 delepting compariso to treaklendoot traffer, weather, and other restrictioners to get
- dallowing to their final destination as over as possible

EDUCATION AND TRAINING

Bachelor of Jeinson Management Science, University Of San Diego, San Diego

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

| TAYLOR SORLEY | |
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| CONTACT | ABOUT NE |
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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: <u>8 Brilliant Cover Letter Closing Paragraphs</u>

Brenda Doyle Semetuwn, WY 55535 # (555) 555-5555 # bdgDsomedomain.com April 2, 2058 Mr. Mark George General Manager ADC Company 55 Main St. Sometown, WY 35553 Dest Mt. George: Fam writing to apply for the auto mechanic position advertised on Monster, Lam confident my autorepair and maintenance skills would be valuable to your state of the art shop in Sometown A dependable and technically skilled automechanic, toffer well-rounited diagnostic and repair expertise and a reputation for quality, honesty and integrity. I recently relocated from Arkansas to Wyoming, and have been searching for a mechanic position with a reputable, full service shop. I am very excited about the prospect of joining your team. As an auto mechanic for my former employer (XY2 Company), i handled maintenance and repairs on automobiles and trucks spanning virtually all makes and models. I performed diagnostics. maintenance and repairs on engines, brakes, steering/suspension systems, powertrains, fuel injectors, transmissions, exhaust systems and electrical systems-delivering promot, thorough and high-quality work on each and every job. At XYZ, I was known for my mechanical knowledge, skagnostic skills and high productivity level. My commitment to building loyal customer relationships and delivering superior service was repeatedly commended, and my efforts were cited as instrumental to XYZ's year-over-year revenue increases. I am confident my mechanical skills would be nefit your sustament, team members and bottom line if I am selected for this position. You can call me at (\$55) 555-5355or email bd@somedomain.com to set up a meeting. I hope to hear from you soon. Sincerely, Brenda Doyle Exclosure: Résumé

Volunteer opportunities



New posting this week: Indigo Girls Group



Resource: Volunteer Nova Scotia

CONNECT WITH CAREER SERVICES

Book appointment online via Career Connects

Email co-op@msvu.ca

Facebook @msvucareerservices

Instagram @msvucareers

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



Resource: Volunteer Halifax



Remember to add your volunteer experience to your Co-curricular Record in <u>Career Connects</u>