

# PROFESSIONAL

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## SUMMER JOB SEARCH TIPS

Summer is a great opportunity to build skills, experience, professional networks all while making some money! While it is ideal to meet the goals of making money and working in your career area of interest, it is also important to be realistic about how to find these opportunities.

- **Start early!** There are many deadlines in January and some employers (ie. the Federal Government's FSWEF program), begin taking applications as early as October!
- **Come in for a resume critique** to ensure you are showcasing your skills and experience in a way that will appeal to your audience
- **Attend our Summer Job Search session** to learn more tips and have your questions answered! Register on OSCARplus
- **Create your job search strategy.** Who are you applying to? What skills are they looking for? How much time will you dedicate each day/week? Where will you seek opportunities (there are more places to look than online) Job searching can be a full time job!
- **Talk to people.** You never know how can lead you to your next opportunity. Letting your friends, family, professors, TAs, peers, etc., know what you are looking for may lead you to ideas and referrals
- **Research company websites** to see if there are any postings, and get a sense of what the business is about to help you tailor your application
- **Use social media** (Twitter, LinkedIn, Facebook) to see if companies are posting opportunities via social media channels. You can also look up McMaster alumni under My Network to see where they work and what they do.
- **Cast your job search net as widely as possible.** Don't just apply to your 'ideal' job and hope you get it. Have a back up plan
- **Apply, apply, apply!** It can take upwards of 50 applications to secure 1 interview!
- **Remember** – you can build skills, experience and professional networks in ANY job, it is what YOU make of your experience, not what your experience makes you.

## OSCARPLUS

- Check the Job Postings regularly as opportunities are posted daily, search by Position Type and select Summer Employment or Summer Paid Internship
- Check the Events calendar for the date of the annual Connect to Careers Job Fair, and visit <http://connecttocareersjobfair.com/>

## WORK-STUDY PROGRAM

- On-campus opportunities for currently registered students who demonstrate financial need.
- Jobs are posted on MOSAIC usually around March 1
- For more information on eligibility and how to apply, visit: <http://sfas.mcmaster.ca/work-programs/fall-winter-work/>

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## McMASTER STUDENT UNION

- Job postings can be found on the MSU website <https://www.msumcmaster.ca/jobs> for jobs with the Union Market, Underground: Design and Copy Centre, Compass, MSU Office, etc.

## DAVID BRALEY ATHLETIC CENTRE

- Opportunities at Service Desk, Business Office, the Pulse, Strength and Conditioning, and Intramurals can be explored at the annual Job Fair held in late January at the David Braley Athletic Centre.
- For more information on opportunities, visit: <https://rec.mcmaster.ca/job-opportunities>

## HOSPITALITY SERVICES

- Positions within Hospitality Services can be found throughout the year, and you can apply for any available positions using the form located here:  
<http://hospitality.mcmaster.ca/employment/employment.html>.

## RESEARCH POSITIONS

- Check your department website to look up professors who might be doing research and what their current projects are to determine if you are interested
- Many research opportunities are in hospitals, government agencies and other departments or universities, so broaden your search according to where your interests are
- Send an introductory email with a brief description of who you are and why you are interested in working with them. Attach a current copy of your resume or CV for their reference
- It is acceptable to send a follow up email if you do not get a response within a couple of weeks
- Look into research grants, for example:
  - NSERC Undergraduate Student Research Award (USRA):  
<https://roads.mcmaster.ca/funding/nserc-1/nserc-undergraduate-student-research-award-usra>
  - Social Sciences and Humanities Research Council (SSHRC):  
<https://roads.mcmaster.ca/funding/sshrc>
  - Canadian Institutes of Health Research: <https://roads.mcmaster.ca/funding/cirh>

## GOVERNMENT SUMMER OPPORTUNITIES

- The Federal Student Work Experience Program has over 7000 summer positions available. Applications open in October: <http://jobs-emploi.gc.ca/fswep-pfete/index-eng.php>
- Ontario Public Service has over 5000 positions available in a variety of agencies and community groups. Jobs will be posted in January: <https://www.gojobs.gov.on.ca/Pages/SEP.aspx>
- Municipal opportunities (working for a city/town) will have summer student opportunities posted on their own websites. Check your city or town's website to see what is available. Deadlines are typically in January.

## SELF EMPLOYMENT

- Do you have an entrepreneurial side you want to explore this summer? Check out these resources

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for help getting started with your business

- Summer Company <http://www.ontario.ca/page/start-summer-company-students>
- Hamilton Small Business Centre <http://www.investinhamilton.ca/small-business/>

## SEASONAL POSITIONS

- You can build great transferrable skills anywhere! Consider golf courses (customer service skills), summer camps (working with children/youth), or landscaping (teamwork) for examples – there is much more!
- Summer positions in retail, hospitality, and administrative roles should not be overlooked either, these positions provide the foundation for building skills, experiences and references that your future employers will value!

## VOLUNTEERING

- Whether or not you land your ideal summer position, volunteering is a great way to continue to add to your resume, demonstrate community involvement, and also build skills employers are looking for. Perhaps you can volunteer in a field that relates to your career area of interest while you work somewhere else.
- Check the Volunteer portal on OSCARplus for postings or book a volunteer appointment
- Visit our website for more information on the values and benefits of volunteering: <https://studentsuccess.mcmaster.ca/professional-development/volunteering/>