

# Job Search Tips



## TOOLS THAT CAN HELP LAND THE JOB

- Resume and References
- Cover Letter
- Calling Card
- Portfolio

## SOURCES OF JOB LEADS

- Newspaper
- Employment Journey
- Chamber of Commerce
- The Rotary Publication
- Company websites
- Friends and Family
- Past Employers
- Acquaintances
- Job Fairs

## Websites to Explore

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[www.cdspei.ca](http://www.cdspei.ca)  
CDS Facebook pages  
[www.workpei.ca](http://www.workpei.ca)  
[www.jobbank.gc.ca](http://www.jobbank.gc.ca)

[www.gov.pe.ca/jobspei/](http://www.gov.pe.ca/jobspei/)  
[www.careerbeacon.com](http://www.careerbeacon.com)  
[www.indeed.ca](http://www.indeed.ca)  
[www.employmentjourney.com](http://www.employmentjourney.com)

## THE PLAN

- Create a list: people you know (warm contacts) and people you don't know (cold contacts).
- Create a weekly job search schedule.
- Generate new opportunities by meeting people, attending job fairs and reading labour market information.

## WHAT TO DO EACH DAY

- Research potential employers
- Read newspapers/local publications
- Look at website job postings
- Read articles on interview skills, networking techniques, cover letter and resume styles
- Write resumes and cover letters
- Prepare interview questions
- Call warm and cold contacts
- Contact potential employers about future job opportunities
- Write thank you letters
- Record everything
- Follow-up!



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