

# Job Search Tips

## TOOLS YOU CAN USE:

- Resume and cover letter
- Portfolio
- Reference Letters



## THINGS TO DO:

- Create a list of people to contact from your sources of job leads.
- Make a weekly job search schedule.
- Generate new opportunities by meeting people, attending job fairs and reading labor market information.
- Research potential employers.
- Look at website job postings.
- Read articles on interview skills, networking techniques, cover letter and resume styles.
- Write tailored resumes and cover letters.
- Prepare and practice interview questions.
- Record everything and keep a list of people you spoke with.

## SOURCES OF JOB LEADS:

- Employment Journey
- Company websites
- Friends, family and acquaintances
- Social media
- Past employers
- Chamber of Commerce directory
- The Rotary publication
- Job fairs

## WEBSITES TO EXPLORE

[www.cdspei.ca](http://www.cdspei.ca)

CDS Facebook

[www.workpei.ca](http://www.workpei.ca)

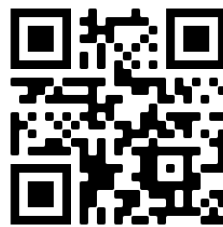
[www.jobbank.gc.ca](http://www.jobbank.gc.ca)

[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)



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Employment Journey

**Book a FREE appointment with Career Development Services!**