

STARTER KIT (BCOM)

FALL 2023

WHAT YOU CAN DO TODAY

- ➔ Add [Career Launch](#) and [LinkedIn*](#) to the pages that open automatically when you start Chrome or Safari; while you're there, create a bookmark file named "Career"
- ➔ Login to [Career Launch](#), and under the Calendar of Events tab, check out the events planned for September; get your calendar/planner and start signing up for workshops and more!
- ➔ While you're in Career Launch, under Appointments, book your first meeting with one of our career specialists:
 - *IF you don't have a LinkedIn profile yet or if your profile is bare-bones...
 - ➔ Book a **LinkedIn: Building a LinkedIn Profile** appointment with our Career Counsellor.
 - OR if you already have a relatively solid LinkedIn account...
 - ➔ Book a **LinkedIn: LinkedIn profile critique with our Professional Development Coordinator**.
 - OR if you want to better understand your job prospects...
 - ➔ Book a **Career Awareness: Job prospects in my field (details to discuss with a Relationship Manager)**.
 - OR if you have little to no paid work experience...
 - ➔ Book a **Career Awareness: Career Action Plan** appointment with our Career Counsellor.

WHAT YOU NEED TO DO BY APRIL

- ➔ **BEGIN YOUR JOURNEY.**
Telfer has a team of [career development specialists](#) working to set you up for success.
- ➔ **MEET OUR EXPERTS.**
You can meet these specialists individually by booking on [Career Launch](#).
- ➔ **STAY CONNECTED.**
Follow the Telfer Career Centre on Instagram at [telfercareer](#).
- ➔ **PUT YOURSELF OUT THERE.**
[Telfer Connects in September 2023 and Telfer Networks in January 2024](#)
- ➔ **GET A RESUMÉ MAKEOVER**
Every Monday, 10 a.m. to noon, at DMS 7170 (starting Monday, Sept. 18, 2023)
Every Thursday, 1 p.m. to 3 p.m., at DMS 3102 (starting Thursday, Sept. 21, 2023)
- ➔ **BECOME THE MANAGER OF YOUR OWN CAREER**
Get started with your [Career Development Certificate](#).

Get more information on Career Launch today!

Desmarais Building
55 Laurier Avenue East, Room 1100
Ottawa, Ontario K1N 6N5

telfer.uOttawa.ca/careercentre
careers@telfer.uOttawa.ca
613-562-5656

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Your career development starts as soon as you set foot on campus. That is why the [Career Centre Team](#) is here to guide you and provide you with the necessary tools to map out a customized plan. Here are a few topics that we encourage you to focus on during your time at Telfer. Apply the strategies below, and if in doubt, seek support through our workshops, resources, and individual appointments.

CAREER AND SELF-AWARENESS

**WHAT IS THE FOUNDATION OF A MEANINGFUL CAREER?
A STRONG SENSE OF SELF!**

WINNING STRATEGIES:

- WRITE DOWN YOUR INTERESTS, VALUES, SKILLS, AND GOALS.
- IDENTIFY YOUR STRENGTHS AND PERSONAL TRAITS.

PERSONAL MARKETING TOOLS

HOW TO IMPRESS RECRUITERS? WITH A SOLID RESUMÉ, A CUSTOMIZED COVER LETTER, AND A SOUND LINKEDIN PROFILE

WINNING STRATEGIES:

- CREATE A SOLID BASE RESUMÉ AND TAILOR IT FOR EACH JOB.
- USE LINKEDIN TO SHARE YOUR PERSONAL "STORY".

NETWORKING

80% OF OPPORTUNITIES ARE FOUND THROUGH ACTIVE STRATEGIES SUCH AS NETWORKING.

WINNING STRATEGIES:

- INFORM YOUR EXISTING NETWORK OF YOUR INTERESTS.
- BUILD CONTACTS THROUGH EVENTS AND COFFEE CHATS

JOB SEARCH

STAYING ORGANIZED AND STRATEGIC WILL BOOST YOUR CHANCES OF FINDING SUITABLE JOBS.

WINNING STRATEGIES:

- START WITH SELF-REFLECTION, RESEARCH, AND PLANNING.
- USE BOTH PASSIVE AND ACTIVE TECHNIQUES.

NEED A HAND?

Browse the resources on [our website](#) to help you get started

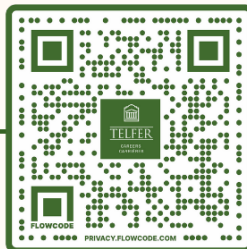
<https://telfer.uottawa.ca/en/careercentre/resources/>

Explore Career Launch, the [Telfer Career Centre platform](#). It integrates all our activities, events, and programs, as well as our job board and our Appointments module.

<https://cldc.telfer.uottawa.ca/home.htm>

Check out the [Telfer Career Blog](#) to explore a myriad of topics.

<https://telfer.uottawa.ca/telfer-knowledge-hub/career-centre>



YOU CAN FIND EVERYTHING ON CAREER LAUNCH!

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