

TIPS FOR FINDING A JOB

I'm still deciding what I want to do



- Talk to friends, family members or your school counsellor about jobs that interest you.
- Learn about jobs (work environment, salary, training requirements, your own strengths and weaknesses).
- Talk to the people who work the jobs you're interested in. They often have useful insider information.
- See [jobs that will be in demand in BC](#) over the next few years.

I need to build a resume

- As a starting point, here's [list of things](#) to include in your resume.
- Use [action words](#) to describe your role when you list work and volunteer experience.
Pro Tip: you can usually find good ones in the job posting!
- Check out [ways to strengthen your resume](#) if you're a high schooler or if you don't have much experience.
- When including references in your resume, be sure to ask them for permission before including them.
- See [sample resumes](#) for ideas, or use a [free resume builder](#).

I need a cover letter

- Need a crash course on cover letters? See a [full cover letter tutorial from BC Jobs](#).
- Keep things short and to the point. Cover letters are usually a page long.
- Proofread what you write.
- Want to get started? See this free [cover letter template builder](#).



I got the interview! What next?

• **Be prepared.** Read the organization's website, job description, and have a couple extra copies of your resume and cover letter too. We also have [a list of common interview questions](#) to help you get started.

• **First impressions matter.** How you present yourself matters, so here's [a list of outfit ideas for different kinds of interviews](#). Make eye contact, be professional and have [a firm handshake](#).

• **Ask questions.** Be eager to learn more about your potential new job! Here are [some ideas for questions you can ask your interviewer](#).

• **Thank the interviewers,** and if you can, send a [follow-up email](#) thanking the organization for considering you.