

# Strive to Thrive

## Career Tips For Ted Rogers School Students

These reports leverage the expertise of BCH staff to share best practices for students & alumni.

### How to Gain Experience When You Have Very Little

Are you looking to gain experience, but you aren't sure where to start? For many students, it's difficult to navigate the starting point of what to include on their resume with minimal experience. By identifying and highlighting your key skillsets and accomplishments, you can successfully land a job to gain further experience.

#### Aspects To Highlight On Your Resume

##### Tailor your Resume



It is important to adjust your resume to highlight and match the key skills that the job description is looking for to help you stand out in the applicant pool. Ensure you tailor your summary of qualifications to match keywords from the job description, and include relevant experiences - these can be professional, volunteer, or academic experiences.<sup>1</sup>

##### Identify your Transferable Skills



Transferable skills can be gained through past work experiences, school projects, volunteer experiences, extracurricular activities, and more. Types of transferable skills include technical, communication, critical thinking, leadership, creativity, and many more that come from your experiences and learnings.

##### Highlight Extra-Curricular Activities



Share activities that you are passionate about and have been involved in. This can include independent roles and teams you've been part of for sports, clubs, and student groups. This helps indicate you're a well-rounded candidate for the position and you can pinpoint the skills you've gained from those experiences and connect them to the desired skills.

Looking to get involved at TMU? Consider joining TRSS or other groups.



[TRSM Student  
Groups](#)



[Intramural Sports  
and Social Leagues](#)



[TMU Student  
Groups](#)



[Recreational and  
Competitive Sports Teams](#)



### Volunteer Experience

For volunteer experience, indicate your role, who or the organization you volunteered with, the number of hours and dates you volunteered for, and a brief overview of your key responsibilities. Sign up for [VolunteerLink](#) to check out volunteer opportunities within the TMU community that you can join.



### Showcase your Awards and Accomplishments

This can include case competitions you've participated in, awards you've won, accomplishments such as the "highest grade", scholarships and so much more! Include Bootcamps completed to showcase to employers that you are eager to learn outside the classroom. Consider earning Bootcamp badges and certificates that you can highlight on your LinkedIn profile and resume - [register here](#).



### Include Academic/Key Projects

When you include academic/key projects in your resume, it shows employers that you're able to apply your capabilities to create solutions. It's an opportunity to indicate how you apply your skills in taking leadership roles or initiatives. This can include individual projects, group projects, or personal projects.<sup>2</sup>



### Quantify Your Achievements

When including experiences in your resume, use numbers to quantify your achievements. Determine the key performance indicators and the successful outcomes of your experiences.<sup>3</sup>



### Create a Cover Letter

Cover letters are a great introduction of yourself to Recruiters and Hiring Managers as it creates a first impression of yourself. Express authentic enthusiasm for your interest or desire in joining the company. Using the STAR (situation, task, action, result) method, highlight and elaborate on skills and achievements that align with the role and show that you're the ideal candidate. Express the value you can provide to their company by linking your experiences to the skills they look for in the role. For more details on how to curate an effective cover letter, [click here](#) or refer to our Hub Insights web-site for more tips and tricks.

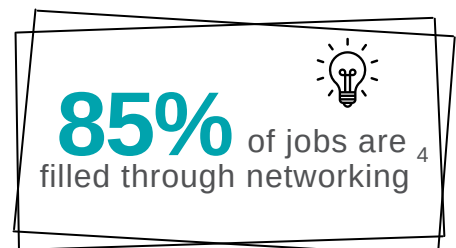
## How To Search For Job Opportunities

### Networking

Let your family and friends know that you are looking for work, an internship, or a volunteer opportunity. Remember to let them know what kind of opportunity you are looking for, and not just 'any job'! Speak to former co-workers, classmates, and members of clubs or associations that you are a part of. You never know who might have a connection in a certain industry, or what kind of opportunities they have just been told about.



If there are people in your network working at an employer of interest, talk to them. The BCH hosts many employer events which include a networking element. Check our [website](#) for upcoming events that you can attend!





### Create a LinkedIn Profile

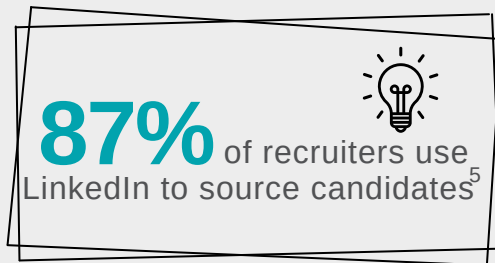
LinkedIn is a platform for professional networking and career development. It allows you to build your personal brand, seek new opportunities, and connect with other industry professionals.

Through this platform, you can expand your network by connecting with professionals and setting up coffee chats. You'll also be able to stay connected with them to share your ideas, engage in conversations through posts, and identify mutual connections to help you create a larger network.

### TIP: Job Alert and Career Explore

LinkedIn has a robust jobs tab that you can browse through to keep up to date with new job postings, or you can search keywords based on what you're seeking for. A function to utilize is the "job alert" feature to ensure you get notified of certain companies or industries that you're interested in working in.

There is also another great function called [LinkedIn - Career Explore](#) that will allow you to explore aspiring career paths and see how your skills match to real job titles.



### Job Postings on the Internet:

Approximately 5-15% of all jobs are found by responding online because the internet is accessible to the majority of job seekers, making it very competitive. The key to landing a job using the online method is by standing out from the other applicants. You do this by targeting your cover letter and resume for each job opportunity. If possible, forward your application documents to the Hiring Manager after applying online to HR. Some platforms to find job postings include:





## Magnet

Magnet is a network that uses powerful job-matching technology to quickly and accurately connect job seekers to employers based on skills and talent needs. It delivers opportunities tailored to your experiences, accomplishments, skills, and aspirations - directly to your inbox. Magnet connects you to top employers from the largest multinationals to startups to small- and medium-sized enterprises. [Build a Magnet profile](#) that showcases your qualifications and experience.



## Get Your Foot in the Door

A great first step to gaining work experience is to go in person to companies to drop off your resume and cover letter. This will be your first impression to employers, and they'll be able to put a face and name to the application. Drop off your application when it isn't peak hours of the store being busy and ask to speak to the Manager to submit your application. When you speak to the Manager, express your interest in applying to the job in a short and concise manner, unless the Manager indicates that they'd like to engage further about your application.<sup>6</sup>

## Job Search Checklist



### Know Who You Are

Identify your strengths, skills, values, and accomplishments



### Know What You Want

Have an idea as to what your area of interest(s) are in a job



### Do Your Research

Research potential companies and job titles that you would be interested in learning more about

## Next Steps

### Step 1.



Search for a job that you're interested in applying to

### Step 2.



Tailor your resume to match the qualifications and skills that the position is seeking

### Step 3.



Create a cover letter

### Step 4.



[Book an appointment](#) with a Career Consultant to review your application and conduct a mock interview

# Resume Format

## NAME

Toronto, ON | (647)-xxx-xxxx | [xxx@torontomu.ca](mailto:xxx@torontomu.ca) | [LinkedIn](#)

### SUMMARY OF QUALIFICATIONS

- Strong communication skills developed as a Ted Pack Leader; fluent in English and Spanish
- Leadership skills shown through leading 20 peers as a Student Council President
- Ability to collaborate and work within a team environment demonstrated through group academic projects
- Outstanding organizational and planning skills gained through managing 20+ events in Student Council
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), Google Suite, and Python

### EDUCATION

#### Bachelor of Commerce, Accounting & Finance

Sept 2020 - Current

*Ted Rogers School of Management*

- Dean's Honour List (2020-2021) | CGPA 3.20/4.33
- Relevant courses: Forensic Accounting and Internal Audit, Management Accounting, Principles of Finance

#### Extracurricular and Leadership Activities

##### TedPack Leader, *Fit for Business, Toronto Metropolitan University*

Sept 2020 - Current

- Led and facilitated conversations within a 40+ group of first-year students
- Collaborated with other TedPack Leaders allowing more students to network with each other
- Solved problems that arose while running group study sessions
- Learning continuously and reaching out with the help of mentors, coordinators and upper students

##### Student Government President, *East York Collegiate*

Feb 2018 - June 2020

- Initiated *Battle of the Grades*, a week of full of mini events to promote school spirit
- Collaborated with 5 other clubs to arrange events with 100+ students
- Assisted and provided support, motivation to other members in their leadership development
- Acted as a liaison between the student body and school administration
- Managed a team of 20 students to organize events and social activities for the school year

##### Peer Mentor, *East York Collegiate*

Sept 2018 - June 2019

- Welcomed 50+ incoming students, provided information and guidance when needed
- Conducted school round tours for students to meet future teachers and peers

##### Volunteer, Scotiabank Waterfront Marathon

Oct 2018

- Collaborated with a large team to ensure all marathon participants received water, food, medal to create a superior marathon experience
- Efficiently moved the runner through the lines as they exit the race while maintain runner safety
- Participated in clean up team, while marathon was finishing up and participants were exiting

### Technical Workshops and Certifications

#### Ted Rogers School of Management Bootcamps, *Toronto Metropolitan University*

Sept 2020 - Current

- Communicating with Confidence: Shortcuts, Layout, Color scheme, Graphics to public speaking
- Excel SAF level 1,2,3: Vlookup, Transpose, Countif, Match, Circular modeling
- Python level 1,2,3: Data collections, Formatting Data, Evaluate models

## Want to Learn More for Free?



### LinkedIn Learning

LinkedIn Learning provides a large variety of courses taught by industry experts. These include:

- [Writing a Resume](#)
- [Communicating with Confidence](#)
- [Interpersonal Communication](#)
- [Learning Personal Branding](#)
- [Delivering an Authentic Elevator Pitch](#)

## Visit the Business Career Hub

### Employer Events

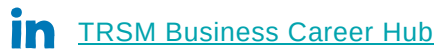
The BCH hosts several employer events to prepare you for your professional career. Refer to your weekly 'BCH Careers Newsletter' for a list of upcoming events.

### Bootcamps/Prep Programs

Advance your technical and soft skills, earn digital badges, and gain an advantage in today's workforce through bootcamps. [Click here to register for current bootcamps.](#)

### Coaching & Mock Interview

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



### Career Consultant Contributor

#### Paige Fong

Paige is Career Consultant and TRSM Alumni, with talent acquisition experience in the public sector and non-profits. She is passionate about career development, building meaningful relationships, and empowering others to apply their strengths.



### Student Contributor

#### Amy Ko

Amy is a 3rd year Marketing Co-op student currently working part-time at the BCH. She is a Top 200 student, VP Marketing for [TMCA](#), Marketing Lead for [TRSS](#) and Account Manager for [TRMA](#).

### Data Sources

- 1 The Prepped Team. (2020). [How to Get a Job With No Experience](#)
- 2 Dimitrov, K. (2021). [How to List Projects on a Resume: A Concise Approach](#)
- 3 Doyle, A. (2020). [Why and How to Include Numbers on Your Resume](#)
- 4 My Computer Career. (n.d). [4 Reasons Why to Use LinkedIn for Your Professional Success](#)
- 5 Apollo Technical. (2021). [Important Networking Statistics Everyone Should Know](#)
- 6 McQuerrey, L. (2018). [What to Say When Walking Into a Store Looking for a Job](#)