



HOW TO GET YOUR FIRST SUMMER JOB

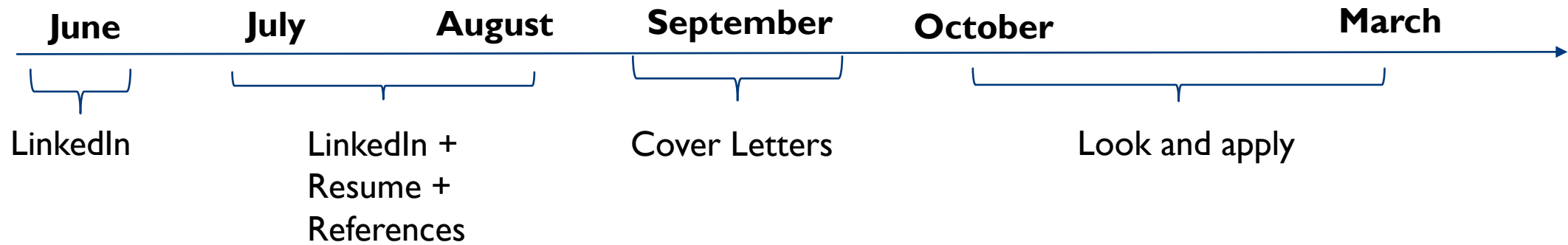
REALISTIC VERSION



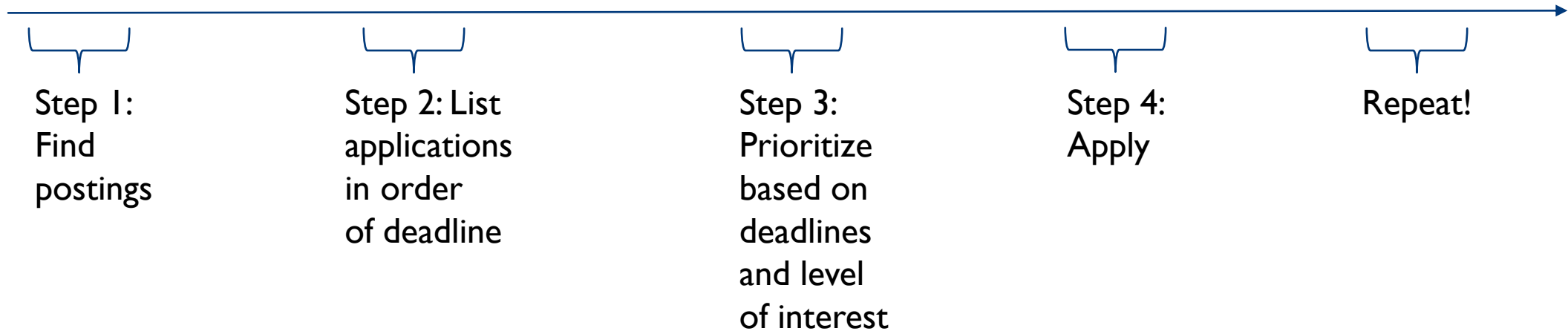
DISCLAIMER:


Some of this information is from our own experience or from talking to coworkers, career counsellors, etc. In the end it is all personal opinion!

JOB APPLICATION TIMELINE



COMPRESSED JOB APPLICATION TIMELINE





KAHOOT I

RESUMES

- Create a template
- Keep it to 1 page
- Make it visually appealing
- Sections are up to you

Sample Sections


- Work experience
- Volunteer/extra-curricular
- Projects
- Skills
- Education
- Contact info

Check PD
Resources


Kevin Wasmua

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OBJECTIVE	As a new graduate, I am looking to transform my passion for technology, my technical knowledge, leadership, and strong customer service skills into a career at a telecommunications company.
EDUCATION	Bachelor of Applied Science – Electrical Engineering – Queen's University 2015-2019 Expected to graduate in 2019 with Honours. Recognized with the Mark Latham Memorial Award, the Adam Wallgren Memorial Award, and the Jacob Malomet Award. Relevant courses include: Computer Systems Architecture, Fundamentals of Information Structures, Software Performance Analysis
EXPERIENCE	Vice-President (Student Development) – Queen's Engineering Society Present One-year term as an elected representative of 2700 engineering students. Leader of a multi-faceted, two million dollar organization designed to serve students. Advocated for students to the Alma Mater Society, Queen's University and the Kingston community at large. Coordinated out-of-classroom learning experiences including a vast array of competitive design teams, clubs and conferences. Navigated University politics and administration to enhance student initiatives providing learning opportunities for students to learn, grow, and excel as leaders. Past roles include serving as the Director of Information Technology. Additionally served as Deputy Speaker and Chief Electoral Officer of the Alma Mater Society. Director & Assistant Director of Business – Science Quest 2015 to 2016 & 2017 to 2018 Managed general operation of classroom workshops, educational summer camps and outreach initiatives that inspire over 5500 youth each year. Managed a staff team of 18 while working closely with the Queen's University and Kingston communities. Worked to place an emphasis on safety within the business, along with professional customer service. Leveraged changes to revitalize relationships with customers and stakeholders, while measurably increasing business volume by over 15%. Teaching Assistant – Queen's University January – May 2018 Assisted with instruction of a second year electrical engineering course. Worked closely with students to provide individualized attention and assistance. Collaborated with the instructor to ensure efficient operation of the course. Formally recognized by Queen's University as undergraduate teaching assistant of the year for both electrical and computer engineering faculties. Counselor – YMCA Camp Pine Crest Summers 2012, 2013, 2014 Worked as a camp counselor at YMCA Camp Pine Crest. Responsibilities included the supervision of a group of eight participants 24 hours per day, working directly with participants to help them grow as people, provide quality and purposeful programs for all participants and working as a team with co-workers to ensure a positive experience for participants. Enrichment Studies Unit Instructor – Queen's University April – June 2016 Worked as an instructor for the Queen's University Enrichment Studies Unit outreach program. Responsibilities included developing and delivering engaging and educational programs to motivated students (grades 6 to 11), ranging in length from one to five days. Programs were designed to teach participants about engineering and the associated design processes.



KAHOOT 2



КАНООН 3

COVER LETTERS

- More info than your resume
- Demonstrates written communication skills
- Shows your interest in the job
- Start your cover letter off with a hook
- Make a template to customize per job
 - Changing company name and job position
 - Changing whole paragraphs


If you don't have time to make a new cover letter for every job, don't worry about it! You still have a good chance without it

Quadruple check that you put in the correct company name!


TYPES OF COVER LETTERS

- Creative cover letters
- Bullet points mixed with sentences
- Very standard, paragraph style cover letter*
- Google or ask someone if you are unsure on cover letter style for that industry

Check PD
Resources



KAHOOT 4



KAHOOT 5

LINKEDIN

- Add profile and cover photo
- Longer version of resume
- Write in sentences
- Show off interest and personality
- Fill out all sections
- Try to be active on LinkedIn

LinkedIn isn't crucial to have, but great to set up if you have time.



Michele Romanow · 3rd

Serial Entrepreneur, Co-Founder Clearco, Dragon on Dragons' Den

Talks about #startups, #ecommerce, #entrepreneurship, and #personaldevelopment

Canada · [Contact info](#)

86,557 followers

+ Follow

Message

More



Clearco



Queen's University

About

Serial entrepreneur passionate about building technology companies. Driven with enormous energy to lead and grow successful ventures.

Public Board Director. Angel Investor. Speaker on disruption and innovation.

- Top 100 - Canada's Most Powerful Women
- Only Canadian on Forbes "Millennials on a Mission" list
- EY Entrepreneur of the Year finalist
- Ranked #3 on the Profit Hot 50 Fastest Growing Companies
- Youngest Leader and Fastest Growing Company on the W100 Chatelaine Rank of Top Female Entrepreneurs
- RBC Canadian Women Entrepreneur Award
- Toronto Region Board of Trade Business of the Year Winner (Under 30)
- Cartier Women's Initiative Award

Experience



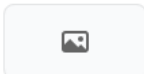
Co-Founder & President

Clearco

Apr 2016 - Present · 5 yrs 11 mos

Toronto, Canada Area

Clearbanc invests in entrepreneurs and small business owners to accelerate their growth online.



Director

Vail Resorts

Oct 2016 - Present · 5 yrs 5 mos

Greater Denver Area

Vail Resorts (NYSE: MTN) is the premier mountain resort company in the world and a leader in luxury, destination-based travel at iconic locations. With a market cap of over \$6.8B, their mountain segm ...see more



Dragon on Dragons' Den

CBC Television

Apr 2015 - Present · 6 yrs 11 mos

Toronto, Canada Area



Director

Freshii

Jan 2017 - Feb 2021 · 4 yrs 2 mos

Toronto, Canada Area

Freshii (TSX:FRIL) was ranked the fastest growing multinational chain restaurant in the world for 2015 by Technomics. With over 244 locations they are at the forefront of the global health and wellness m ...see more



Director

Whistler Blackcomb

Jan 2015 - Oct 2016 · 1 yr 10 mos



Founder

The Tea Room

Sep 2006 - May 2008 · 1 yr 9 mos

Founded North America's first zero consumer waste coffee shop that Maclean's magazine called "innovative and progressive" on Queen's campus during undergraduate studies

Education



Queen's University

MBA

2007 - 2008

Grade: Dean's List

- Winner of 5 International Business Plan Competitions (Queen's, Ivey, Nebraska, Idaho, UofT)
- Dare to Dream Scholarship (\$15k)



Queen's University

B.Sc.Eng, Civil Engineering

- Tricolour Award - the highest award granted at Queen's to recognize outstanding contributions to the university

Skills

Business Strategy · 99+



Endorsed by Sumit Srivastava who is highly skilled at this



Endorsed by 5 colleagues at Clearco

Entrepreneurship · 99+



Endorsed by Nicole Verkindt and 19 others who are highly skilled at this



Endorsed by 5 colleagues at Clearco


Start-ups · 92



Endorsed by Ben Zlotnick and 9 others who are highly skilled at this



Endorsed by 6 colleagues at Clearco




КАНООН 6

WHERE TO LOOK FOR JOBS

- MyCareer- General jobs and SWEP
- LinkedIn
- Indeed
- City Job Sites
- FSWEP
- NSERC with a Prof.
- Provincial job postings
- Company specific job pages
- Through your network





KAHOOT 7


GENERAL TIPS (I)

- Be open to a wide range of jobs
- Apply to jobs even if you don't meet all the criteria
- Don't feel like you need to have a job every summer*
- All experiences are valuable
- Get involved in extra-curricular activities


GENERAL TIPS (2)

- Start early and apply for LOADS of jobs
- People get rejected all the time
- Ask people to read over your application
- Avoid being too technical

Keep a list of
deadlines in
chronological order



KAHOOT 8



KAHOOT 9



KAHOOT 10

WHAT TO DO IF YOU DON'T FIND A JOB

- You don't need to have an 'engineering' job
- Consider volunteering
- Create your own summer job
- Do a summer project
- Take summer courses



KAHOOT II

KEY TAKEAWAYS

- You don't have to get a summer job
- A lot of job application rules are just personal opinion
- Start early
- Don't be discouraged by rejection, it happens to everyone
- Check out the PD website for more resources
- Use the PD resume review service

ANY QUESTIONS?