

CES CONNECT

Career & Employment Services
Newsletter September 2015



University of
Lethbridge



IN THIS ISSUE

Page 1:

- Top 8 Hobbies to Boost Your Employability

Page 2:

- How to Set Yourself Apart During Job Interview
- Career Fair 2015

Page 3:

- Government of Canada Recruitment Programs
- Accounting Recruitment

Page 4: Graduate Student Focus:

- Avoid these 5 grad school mistakes
- Do you know what career path to take?

Page 5:

- September Recruitment Checklist
- Events Schedule

Page 6:

- CES September/October Workshop Schedule
- Resume Writing Resources

Page 7:

- CES Job Board & Hot Jobs

Page 8:

- What Can CES Do For You?
- CES Career Cruiser
- CES Contact List



Top 8 Hobbies to Boost Your Employability

By Lisa Chatroop / Good.co Career Insights

It's no secret that more companies are now [hiring for cultural fit](#) in an effort to yield higher performing candidates. As one study from the prestigious [Kellogg School of Management](#) shows, many employers are now using a candidate's hobbies and interests as a [key indicator of cultural and personality fit](#). In fact, many employers indicated that these hobbies and interests were as important, if not more important, than qualifications and experience when selecting the applicant for the role.

If you're a job seeker, this means that you may want to take up a hobby or two in order to make yourself more attractive to potential employers and boost your employability – but which hobbies should you take up? It all depends on what type of personal strengths you're looking to showcase! We've outlined nine common hobbies, the strengths they showcase, and the industries they'd benefit.

Read the rest of the article at [good.co](#).

How to Set Yourself Apart During Job Interview

By Katie Douthwaite Wolf / The Muse

Focus on the Strengths

“Just take a chance on me.”

It was a common line in my cover letters a few years ago, when I was desperate to **make the switch** out of management and into marketing—without a related degree or experience. Even so, I was so sure that if the employer just gave me a chance, he or she wouldn't regret it. But when an employer has a pool of fully qualified candidates, why would he or she take a chance on someone who's on the edge of meeting the job requirements?

I'll tell you this much: It takes more than including a pretty **unconvincing pick-up line in your cover letter**. Here are a few tips to get your foot in the door.

Don't Draw Attention to Your Lack of Skills or Experience

The key to this whole process isn't necessarily to convince the hiring manager to take a chance on you, but to get him or her to actually think you're a good fit for the role. So the very first thing you have to do is stop apologizing for your lack of skills or experience.

Whenever you include a sentence in your cover letter such as “While I've never been in a marketing role before...” or “Although I don't have any management experience...” or even “If you would just take a chance on me...” all you're doing is telling the hiring manager you can't do the job.

“Instead of drawing attention to your weaknesses, a better way to move on to your qualifications is to state your skills and ability to contribute directly,” **recommends career counselor Lily Zhang**. “Stay positive, focus on your strengths, and immediately launch into your transferable skills and infectious enthusiasm for the position.”

(Read the rest of the article at [TIME](#))



CAREER FAIR 2015

Wednesday, September 30
1st Choice Savings Centre for Sport & Wellness Track
Booths open: 10am – 3pm

All disciplines. All faculties.
Over 100 organizations attending.
WIN PRIZES! WIN A TABLET!

Volunteer With Us!

Roles include: Registration, Hospitality, Parking Crew, Shuttle Drivers, Promotions

Meet 100+ employers from across Canada
Build your skills & enhance your resume!
Make new friends & works with a team of awesome U of L students!

Apply online at www.ueth.ca/ross/ces or email ces.volunteers@uleth.ca.

Deadline to apply: September 16, 2015

For more info, call 403-394-3957.

Government of Canada Recruitment Programs

Post-Secondary Recruitment



The Post-Secondary Recruitment (PSR) campaign is designed to hire university and college graduates into a range of entry-level officer jobs within the federal government.

Candidates can be graduates or students expecting to graduate in the spring of 2016. There are opportunities available for students graduating with undergraduate and graduate degrees.

Specific dates for the 2015 campaign have not yet been released, but the campaign typically runs from mid-September through the beginning of October. Check the website below to find the most up to date information.

Apply directly to a specific job opportunity or apply to be part of unique career stream inventories. These inventories will be established at the close of the campaign and will be made available to all departments and agencies across the public service who can access them for their job openings. Positions available in previous years include Foreign Service Officers with Citizenship & Immigration Canada; Policy Officers with the Department of Foreign Affairs, Trade, & Development; and Mathematical Statisticians with Statistics Canada; among many others.

For more information and an outline of the full application process, see the [Government of Canada website](#).

If you have questions, please email cfp.rp-psr.psc@cfp-psc.gc.ca

Recruitment of Policy Leaders

Recruitment of Policy Leaders (RPL) targets & recruits exceptional candidates into mid to senior-level policy positions in the federal public service. There are a number of opportunities well-suited to candidates with graduate degrees.

The initiative is designed to attract top-level professionals and graduates, from an array of disciplines, who have the drive and potential to shape the future of Canada's public policy landscape. For more information, see the [Government of Canada website](#).

ACCOUNTING RECRUITMENT

September is a very busy time for employers recruiting Accounting students for summer, co-op, and new grad positions. NOW is the time to apply for accounting positions starting in 2016!! It is extremely important that you familiarize yourself with the recruiting process so that you don't miss out on opportunities. In order to help you with the process, there is a wealth of accounting recruitment information [on our website](#).

GRADUATE STUDENT FOCUS

Avoid these 5 grad school mistakes

By Lynn O'Shaughnessy / CBS Money Watch

Many college students assume that to succeed professionally, they will need an advanced degree. But what they don't realize is that up to half of the roughly 500,000 students who start graduate school every year never finish.

Dropping out of grad school not only represents a wasted opportunity, but also can be expensive. Here are five mistakes to avoid if you are aiming for a graduate degree:

1. You expect to get a PhD quickly. Master's degrees will often take a couple of years, but PhD's will be a long slog. Science PhDs have the shortest path to a degree, with the average time being seven years. Students in the humanities typically take nine years to earn their degree.

Strangely enough, university search committees tend to offer full-time faculty positions to those who have stayed the longest in grad school. Talk to recent grads and those currently in specific programs to assess how long it typically takes grad students at individual schools to graduate and where they end up afterwards.

2. You don't have an end game. Investigate what kind of jobs the degree you are seeking leads to, recommends Kevin D. Haggerty and Aaron Doyle, who are professors at Canadian universities and the authors of an illuminating new book entitled, "57 Ways to Screw Up in Grad School." Doctorates tend to lead to a narrow range of highly specialized jobs in academia, while master's degrees are far less likely to be boxed in to particular career paths.

Haggerty and Doyle warn that would-be grad students should ignore the conventional wisdom that academic opportunities will expand soon because a large number of aging professors will retire. Grad students have heard this prediction for decades, yet a tenured position in academia remains exceedingly hard to come by.

Read the rest of the article [here](#) at **CBS Money Watch**.

Do you know what career path to take?

By Jennifer Polk / University Affairs



“When did you decide to leave academia?” This question, or some version of it — “How did you know that you didn’t want to be a professor?” for example — is one I’m regularly asked. It comes up in conversation, on Twitter, or when I’m on a careers panel. It’s a fair inquiry, and the questioner tends to ask because she is wrestling with making a decision about her own future. But it’s a question that I can’t answer. There was no one moment when I knew the tenure-track wasn’t for me, and there wasn’t an easy process to come to that decision either.

The reality was messy; the reality was that I spent months, even years, unsure about what path to take.

Read the rest of the article at [University Affairs](#).



September Recruitment Checklist: 6 Things to do Before Meeting Employers

By Lauren Marinigh / TalentEgg

With summer coming to an end, it's time to kick your job search into gear and start finding yourself a career.

70% of employers do the majority of their hiring in the fall. Just like you, they are ready to get things started. Here are some tips to make sure you're all set to impress those recruiters.

1) Update your resume

Add any recent and relevant work and volunteer experience. Also, make sure that the skills you list are tailored to the job you're looking for and relevant to the skills listed in the job description.

Get in the habit of updating your resume regularly. This way, you don't have to spend as much time revamping it each time you begin a new job search. Sometimes you don't know how long job postings will be up for, so it's best to jump on them as soon as you can.

These articles can help you get your resume job search ready:

- [New Professional You: Inside the Resume Refresh](#)
- [Prep Your Resume for Success in the Coming Year](#)
- [What Not to Do: Resume Edition](#)

Read the rest of the article at [TalentEgg](#).

Events Schedule

View the events calendar & sign up to attend [here](#).

- Edmonton Meet Your Employer CPA Event, Sept 11, 9am-4pm
- Encana Info Session: Sept 14, 5-6pm
- Collins Barrow Calgary Info Session: Sept 15, 4:30-6pm
- PepsiCo Foods Info Session: Sept 15, 4-6pm
- Lethbridge Meet Your Employer CPA Event: Sept 16, 3-7pm
- Collins Barrow Red Deer Info Session: Sept 17, 4:30-6pm
- KPMG Info Session: Sept 17, 6-8pm
- Calgary Meet Your Employer CPA Event: Sept 18, 9am-4pm
- Nexen Energy ULC Info Booth: Sept 21, 11am-1pm
- YPM Info Session: Sept 21, 4:30-6pm
- BDO Info Session, Sept 21, 6-8pm
- MNP Info Session: Sept 22m 6-8pm
- CIBC Info Session: Sept 28, 4:30-6pm
- Career Fair: Sept 30, 10am-3pm
- American University of Antiqua – College of Medicine Info Session: Sept 30, 6-8pm
- CPA Info Session: Oct 20, 4:30-6pm

CES September/October Workshop Schedule

Resume and Cover-Letter Writing:

Learn to write a targeted resume that showcases what you have to offer.

- Monday, September 14 1:00pm-4:00pm
- Saturday, September 19 9:00am-12:00pm
- Monday, September 21 9:00am-12:00pm
- Thursday, September 24 1:00pm-4:00pm
- Monday, September 28 1:00pm-4:00pm
- Tuesday, October 6 1:00pm-4:00pm
- Monday, October 19 9:00am-12:00pm

Resume Review Drop-In:

*Drop in with your resume for targeted feedback
(most effective if done after attending resume workshop).*

- Monday, September 14 10:00am-12:00pm
- Tuesday, September 15 9:00am-12:00pm
- Wednesday, October 14 1:00pm-4:00pm
- Monday, October 26 1:00pm-4:00pm

Networking with Employers:

A great way to prepare yourself for Career Fair.

- Tuesday, September 15 3:00pm-4:00pm
- Wednesday, September 23 1:00pm-2:00pm

Job Search and Networking:

Learn to conduct a strategic and proactive job search.

- Tuesday, September 22 11:00am-1:00pm
- Monday, October 26 10:00am-12:00pm

Interview Tips & Techniques:

Prepare to market yourself in a job interview.

- Thursday, September 17 2:00pm-4:00pm
- Monday, September 21 1:00pm-3:00pm
- Thursday, October 8 1:00pm-3:00pm

**View the full workshop schedule for the semester
& sign up to attend workshops [here](#).**

Resume Writing Resources



Career and Employment Services recently revised the resume writing resources available on our website. You can now view tips for getting started, writing effectively, useful content and sections, and final production. We also have a number of exercises, checklists, word lists, and even a critique form to help you craft a standout resume.

To view these resources, check out the [CES Website](#).

University of
Lethbridge

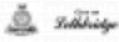


CES JOB BOARD & HOT JOBS

Did you know that the University has a job board for employers looking specifically for you, the U of L student/grad?

The [CES Job Board](#) is accessible to current U of L Students & Alumni, accessible 24 hours a day, 7 days a week. You can search for Full Time, Part Time, Summer, Volunteer, and International Positions in a variety of locations and industries.

Below are some of the companies currently posting on the CES Job Board.

	Monteith Building Group Ltd.	Controller	Sept 18	Full-Time
	Labatt Breweries of Canada	Brewery Development Program	Sept 20	Full-Time
	PepsiCo Canada	PepsiCo Sales Leadership Program - Western Canada	Sept 22	Full-Time
	PepsiCo Canada	PepsiCo Supply Chain Leadership Program - Western Canada	Sept 22	Full-Time
	Jarislowsky Fraser Limited	Assistant Portfolio Manager	Sept 23	Full-Time
	Alberta Health Services	Registered Nurse	Sept 24	Full-Time
	Town of Cardston	Communications Clerk & Executive Assistant	Sept 25	Full-Time
	PepsiCo Foods	Logistics Distribution Transportation Coordinator	Sept 27	Full-Time
	Aboriginal Affairs and Northern Development Canada	Senior Environment Officer	Sept 30	Full-Time
	Alberta Health Services	Registered Nurse	Sept 30	Full-Time
	EMCO Corporation	Management Development Program	Oct 2	Full-Time
	Jones Lang LaSalle	Research Associate	Oct 3	Full-Time
	Ag Grow Consulting Ltd.	Grower Direct Consulting Agronomist	Oct 9	Full-Time
	NexJ Systems	Application Developer	Oct 25	Full-Time
	CIBC	Associate, Commercial Banking	Oct 11	New Grad Opportunities
	U of L Call Centre	Student Caller	Sept 30	Part-Time
	Imperial and ExxonMobil Canada	Geoscience Assistant - Student - ExxonMobil	Sept 20	Summer
	City of Lethbridge	Ticket Centre Customer Services Agent - Enmax Centre	Oct 1	Part-Time
	Tutoring Services	Student Tutor	Oct 15	Part-Time
	Lethbridge Family Services	Nepali Interpreter, Bhutanese Seniors Conversation Class	Oct 1	Part-Time

WHAT CAN CES DO FOR YOU?

WORKSHOPS: CES offers regular workshops on a variety of topics, including resume & cover letter writing, job search & networking, interview tips & techniques, LinkedIn, and special topics. Workshops are a great way to gain foundational skills and information. View the workshop schedule and sign up [here](#).

ONE ON ONE APPOINTMENTS: After attending a workshop, you may have more specific questions that you'd like to discuss. You can meet with

an Advisor to talk about things like your career path, researching different occupations, fine-tuning your resume, creating an effective job search plan, exploring international opportunities, and a number of other topics. Stop by AH154 or call 403-329-2000 for more info on making an appointment.

CAREER & EMPLOYER INFORMATION SESSIONS: Watch the [CES Events Calendar](#) for upcoming career events and information session dates to learn more about different employers and industries.

CAREER INFORMATION: We have employer information, website and resource lists, info on professional entrance exams, and an array of other career planning information and resources.

STOP BY OUR OFFICE! We're located in Anderson Hall, AH154 and can be reached at 403-329-2000 or ces.students@uleth.ca.

Office Hours:
9:00am-12:00pm
1:00pm-4:00pm
Monday-Friday



Happy September!

Career & Employment Services is excited to welcome you back to campus. We hope you have a wonderful September!! We're here to support you, so stop by and see us anytime.

You are receiving this newsletter because you signed up on the CES Contact List. If you found this information useful, feel free to share this link with your friends and encourage them to sign up on the [CES CONTACT LIST](#).

If you would no longer like to receive emails from CES, email us at ces.students@uleth.ca and tell us that you'd like to be removed from the contact list.