

Student Guide to finding a Summer Job



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Still Having Trouble? We can Help!



This Guide is proudly created by the
Sagamok Anishnawbek Education Unit Student Support Network

This guide has been created for Sagamok Students who are seeking summer employment.

The purpose of the guide is to provide tips and resources for your summer job searching.

The first tip is... START EARLY!



Waiting until school is out is not the best time to look for summer employment as most summer jobs will already have been filled. To snag a summer job that provides you with great experience and doesn't ruin your summer break keeping you busy with things you don't enjoy, you'll need to get to work on applying as early in the year as possible.

Be prepared for the following requirements and use this guide to help you through them:

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If you're still having trouble with securing a summer job, Sagamok's Aboriginal Skills and Employment Training Strategy may be able to help you get your foot in the door with a Summer Student Wage Subsidy. Or you can start your own summer business through Summer Company funding.

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Where Are the Jobs?



There are plenty of places to look to for summer employment opportunities, but it is important to make sure that you **START EARLY** with your summer job searching. Waiting until the end of the semester can cause undue stress during a time when you need to focus on finals. It also means that you risk missing out on job opportunities, as *many employers begin recruitment for summer students early in the new year, some starting as early as October to recruit for the following summer!*

Newspaper Classifieds and Job Boards

Jobs are often posted in local newspapers, bulletins, many of which can be searched online. Local employment offices often have job boards, where jobs are posted that may or may not be posted online.

Job Banks

Online job banks are usually the first place people begin with their job searching. There are many sites available and often summer student jobs can be found simply by typing the words “summer” and “student” and/or “job” into the search criteria. www.jobbank.gc.ca



Campus Jobs

Many colleges and universities have summer job opportunities for students. Find on campus jobs that you can apply for by visiting student services, who will be able to direct you to where to find on campus jobs at your school.

Online Company Recruitment Pools

Some larger businesses have moved to doing recruitment through “hiring pools” in which they will accept online applications, and all those applications will be in the pool. When an opportunity becomes available, they will pull individuals from the pool of applicants to fill their positions. Many government offices utilize this type of application process for internships and summer jobs.

Federal Government: Government of Canada’s Federal Student Work Experience Program (annual deadlines are in October of each year for the following summer) jobs-emplois.gc.ca

Ontario Provincial Government: Government of Ontario’s Summer Student Jobs (deadlines vary for positions) www.gojobs.on.ca

For Municipal Governments: Each municipality has it’s own website that can often be found by typing in “{city/town name} municipal services” into a search engine.

The “Hidden Job Market”

The “Hidden Job Market” is a term for jobs that may not be posted in newspaper or job bank postings. Often, these are positions that, if posted, are shared with local business partners and/or employment resource networks with the intention that they will refer someone they know to apply for the job. They may be posted on job boards of local employment centres, or they may just be shared via word of mouth.

Winning Cover Letters

To be effective, your cover letter should follow the basic format of a typical business letter and should address three general issues:



1. First Paragraph - **Why you are writing**
(title of the position you are applying for and why)
2. Middle Paragraph(s) - **What you have to offer**
(your skills, abilities, qualifications to the position)
3. Concluding Paragraph - **How you will follow-up**

- ◆ A cover letter is often your earliest written contact with a potential employer, creating a critical first impression!
- ◆ A targeted letter should accompany each resume you send out and to be effective, should be tailored to each job you apply to.
- ◆ A cover letter should complement, not duplicate your resume. It's purpose is to interpret the data-oriented, factual resume and add a personal touch.
- ◆ Generally, a cover letter should not be longer than two pages. Remember, you are simply introducing your resume and using a short narrative to highlight key pieces that you want to draw attention to and explain more effectively.
- ◆ Effective cover letters convey your interest and qualifications for the position (use postings, job descriptions, etc. to demonstrate skills match and ensure your resume and cover letter are reflective of the requirements that you meet).
- ◆ Avoid generic salutations ("To Whom It May Concern"). A quick phone call can get you the name of the person who will be reviewing your application, so you can personalize your letter for a greater impression.
- ◆ If you have a portfolio or writing samples to support your qualifications, state their availability in your cover letter.
- ◆ Ensure that you end your letter by indicating how you will follow up ("I will contact you early next week to discuss further", or "You may contact me for an interview at...." etc.). This makes sure the employer knows what to expect next (their move or yours).
- ◆ It is always good practice to sign your cover letter, as this will give it a more personalized touch.

Impressive Resumes

Every resume should match the job and company you are sending it to. Many people are still creating a “one size fits all” resume, but in reality, ***you should have a variety of resumes available for each field that you are looking into for employment.*** You should target your objective and highlights to be specific for each job you apply to. A targeted resume is much stronger than a generic resume.

There are some general rules that should be followed for any resume that you create. Start with your objective and end with your references, everything in between can be moved around, but your highlight should also be near the beginning – remember, if they can’t clearly ***see why they should call you within the first 6 seconds of looking at your resume,*** you could be passed over. Here are some general Do’s and Don’ts for creating resumes:



Do

- ✓ Type your resume
- ✓ Put name and contact info noticeably at the top
- ✓ Create a professional sounding email address to use
- ✓ Choose fonts that are consistent and easy to read
- ✓ Choose a clean and simple paper type
- ✓ Use Spelling and Grammar check tools

Don't

- ✗ Scratch things out to make changes or write over
- ✗ Submit a resume with outdated contact info
- ✗ Include personal info like SIN #, Date of Birth, Photos
- ✗ Overuse bold, italics, or colour in the bodies of sections
- ✗ Include graphics (unless applying for an artistic position)



Backup

Creating great resumes is always a worthy investment of your time. After all that effort, you will definitely want to keep an electronic version for easy access and quick updating. USB sticks are useful, but can be lost, so it is good practice to email your resumes to yourself. This allows you the ability to access your resumes from any computer with internet access, so you will always have one on hand for quicker and easier updating.

COMBINATION RESUME TEMPLATE

Use this template by filling in the blanks. Then type your resume just as you see it on this template (without the underlining or grey font items)

(Name)

(Address: Number and Street)

(city) (prov) (postal code)

Tel: _____
(Telephone Number with area code)

Email: _____
(professional email address)

Job Objective: _____
(Job Title or Career Goal – be specific to what you are applying for)

HIGHLIGHT OF QUALIFICATIONS

(list 3-4 of the most important reasons to hire you - why you are the best person for the job)

(Example: Number of years of experience in this line of work)

(Training, education certificates related to this line of work)

(Your key strengths, skills, accomplishments and specialized knowledge related to your job objective)

(Three attributes that describe *your* personal work style or attitude that would be useful in this job – ie. Shift Flexible, Team-oriented, Strong Attention to Detail, Ability to Lift over 50lbs., Safety-Conscious, Resourceful, Results-Focused, etc.)

RELEVANT SKILLS

Skill Heading #1: _____
(Name the Skill you would like to highlight then list accomplishments or activities that are relevant to the Skill Heading)

Skill Heading #2: _____
(Name the Skill you would like to highlight then list accomplishments or activities that are relevant to the Skill Heading)

Skill Heading #3: _____
(Name the Skill you would like to highlight then list accomplishments or activities that are relevant to the Skill Heading)

WORK EXPERIENCE

(most recent first)

_____ (Job Title)	_____ (Company)	_____ (Year-Year)
_____ (Job Title)	_____ (Company)	_____ (Year-Year)
_____ (Job Title)	_____ (Company)	_____ (Year-Year)
_____ (Job Title)	_____ (Company)	_____ (Year-Year)

EDUCATION / TRAINING

(most recent first)

_____ (Program Title)	_____ (Institution)	_____ (Year-Year)
◆ Result and noteworthy information (ie. Degree Completed with Honors)		
_____ (Program Title)	_____ (Institution)	_____ (Year-Year)
◆ Result and noteworthy information (ie. Diploma Attained with 4.0 GPA)		
_____ (Program Title)	_____ (Institution)	_____ (Year-Year)
◆ Result and noteworthy information (ie. Certificate completed)		

VOLUNTEER EXPERIENCE

(most recent first)

_____ (Position Title)	_____ (Company)	_____ (Year-Year)
_____ (Position Title)	_____ (Company)	_____ (Year-Year)

INTERESTS

(List 3-5 interests that you possess that may add to your ability to do the job you are applying for. For example, if you are applying to be a Labourer and love going to the gym, list Weightlifting or Jogging as an interest because it demonstrates your physical fitness for a labour position. If you are applying for a research position and you love to read, list reading as it demonstrates mental diligence to do the job. You can also include interests that may highlight your character - for example, if you love training your dog, list Dog Training, as it demonstrates patience, persistence and leadership)

Job Interview Tips



There are a number of things you can do to prepare for your interview. Below are a few things you will want to do in preparation for your job interview.

Research the Company

A company will want to feel confident that you know what they do and who they are. Researching this is important and in today's age of information, there is no excuse for not knowing about the company. At a minimum, you should research the type of company (for profit, non-profit, charity) and the mandate of the company (purpose, goals, products, services).

Research the Position

Knowing what will be expected of you in your position and being able to demonstrate that you have given consideration to how you are able to meet the needs of the position will be a crucial part of the interview. There will likely be interview questions that will target your knowledge, skills, and experience, as they pertain to both the general type of work, and the specific job you are applying for. It is good practice to re-view job descriptions from various companies for the same position and compare the common duties, as this will help you identify what areas to focus on in your interview answers.

Know Yourself

It is good practice to research some common interview questions, and prepare some potential responses. This is especially helpful if you think you may be nervous. Preparing responses to common questions can help you feel and sound more confident and knowledgeable in the field you are applying for. Use the job posting to identify key skills and knowledge, and prepare yourself to back up your responses with examples.

Interview Attire - What to Wear

Appearance is a very important component of a job interview. Dress according to the job you are applying for (ie. Office job = professional attire such as a suit and tie; Construction job = neat and clean attire such as clean slacks and button shirt). A good rule of thumb is to consider what the dress code is for that work environment or position, and dress slightly more professional than that.



Summer Jobs in Sagamok

Sagamok Anishnawbek Education and Training Unit partners with Sagamok departments each year to offer summer student jobs in the community of Sagamok.

Most jobs are for the months of July and August and postings for these positions generally go up during the month of May for positions with Sagamok departments.

As these positions are open to all eligible students in Sagamok, they are generally high competition, so it is important to ensure you meet all necessary deadlines and work on providing a quality resume and cover letter for your application.



There are various positions that are offered, and these change each year, based on current projects and priorities of Sagamok Anishnawbek departments.

As Sagamok Anishnawbek provides municipal type services for the Community of Sagamok Anishnawbek, summer jobs are often public service based positions. Types of summer job positions offered by Sagamok in past years included:



- ◆ Youth Program Leaders
- ◆ Fitness Centre Attendants
- ◆ General Maintenance Workers
- ◆ Administrative Assistants

Be sure to check the Sagamok website regularly as all positions are posted there

www.sagamok.ca/community/job-opportunities

create your OWN SUMMER JOB

Applications Due by April 15 each year or contact ASETS Sagamok to inquire about availability of funds

Work with an employer you would like to gain experience with to apply for a summer student wage subsidy for your summer job

Sagamok Anishnawbek Education and Training Unit provides funding for Summer Student Opportunities through the Aboriginal Skills and Employment Training Strategy (ASETS) under the Summer Student Program.

The purpose of the Summer Student Program is to provide work experience to students who are in school full time throughout the academic year and are enrolled full time in the upcoming academic semester. Full time students aged 15+ are eligible to apply for summer student funding. Employers are also eligible to apply to provide subsidized summer employment opportunities to registered Sagamok members.

Eligible Students:

- ✓ Registered members of Sagamok Anishnawbek
- ✓ aged 15+ with a valid Social Insurance Number
- ✓ currently (winter semester) enrolled as a full time student
- ✓ returning as a full time student to studies in September

Student Application Requirements:

- ◆ Client Data Form
- ◆ Consent to Access and Release Information Form
- ◆ Request for Funding Form
- ◆ Proof of Full Time Student Status (previous and upcoming semester)
- ◆ Updated Resume and Cover Letter

Eligible Employers:

For profit, non/not for profit employers who can demonstrate that they have:

- ✓ Ontario Business Registration Number,
- ✓ Workplace Safety and Insurance Board coverage (WSIB),
- ✓ Liability insurance,
- ✓ Canada Revenue Agency remittances (EI and/or CPP), and
- ✓ been in operation for a minimum of 12 months

Employer Application Requirements:

- ◆ Sponsor Employer Information Form
- ◆ Summer Student Application Form
- ◆ Job Description



All documents available at
www.sagamok.ca/aset

Funded by the Government of Canada
Canada

Start Your Own Business through **Summer Company**

The Ontario Government offers summer business start up assistance for students on Ontario. Through a program called **Summer Company**, you can get:

- Up to \$1,500 up front start-up money to kick-off a new summer business
- advice and mentorship from local business leaders to help get the business up and running
- Up to \$1,500 when you successfully complete the program requirements

Learning how to run your own student business is one of the best summer jobs you can have.

You get to be your own boss and learn what it takes to manage a business.

Sales, marketing, bookkeeping, customer service relationships, management, and networking are just a few of the highly useful skills you'll develop.

You could be eligible, if you:

- go to high school, college or university
- live in Ontario
- are a Canadian citizen or permanent resident
- are between 15-29 years old (if under 18: a parent needs to sign the application)
- are not already running a business
- are not working at another job or going to school for more than 12 hours a week during the program
- are returning to school after the program ends

You cannot apply again, if you have received a Summer Company grant in the past.

How to apply

The program **application period** is generally from **mid January to early May**.

All eligibility and application information is available online at:

www.ontario.ca/page/start-summer-company-students

The site also provides examples of previous companies started through Summer Company to help get your creativity flowing and your entrepreneurial spirit motivated



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