



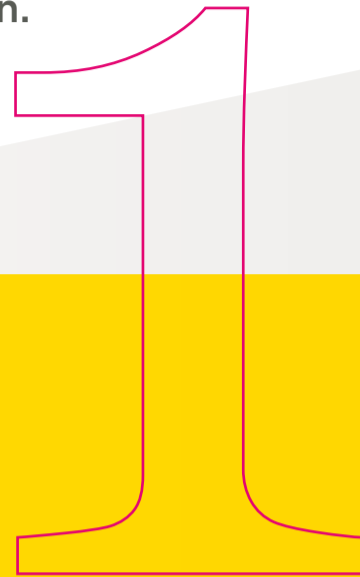
UNIVERSITY OF CALGARY  
Alumni

# GROW YOUR CAREER

Stand out when job-hunting  
with these five tips!

# WRITE A WINNING RESUMÉ

You never get a second chance to make a first impression.  
Make sure you make an impact with these quick tips:



- **Target! Target! Target!**

- » Do not apply with a general resumé — make it specific to the job. One way to tailor your resumé is to repeat key words and phrases found throughout the job posting.

- **Let your strengths shine**

- » Don't make screeners search for your relevant experience — lead with it on the front page of your resumé. Experience includes past jobs, education, internship, volunteer roles and more.

- **Keep it fresh and clean**

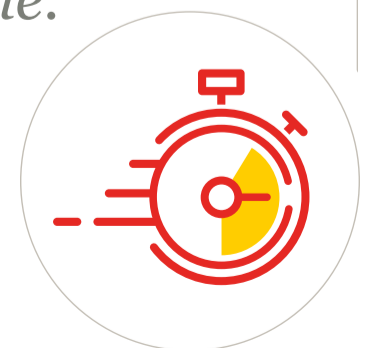
- » Your resumé should look professional. Be consistent with font type and formatting, and make sure to make your resumé easy to read (no *scripty* fonts or small type).

**LEARN MORE! »**

Watch UCalgary Alumni's career webinar, *How to Create a Winning Resumé*.

**6 - 30  
seconds**

*The average length of time recruiters spend looking at a resumé.*



# LEVERAGE LINKEDIN

Having a profile is not enough to stand out on the world's largest professional networking site. There are so many ways to take advantage of this resource, starting with:

- **Get recommendations**

- » Ask a professor, supervisor or colleague to write a recommendation that describes their experience working with you.

- **Increase your connections**

- » Send invites to connect by syncing LinkedIn with your email account and scroll through the People You May Know section. Try to connect with those that you see helping to boost your career today – and in the future.

- **Let recruiters know you're searching**

- » Did you know there's a toggle under Career Interests to do just this? This function also allows you to specify details like the type of work and roles you're searching for, and where.

**LEARN MORE! »**

Watch UCalgary Alumni's career webinar, *Leveraging LinkedIn*.



**93%**

*Percentage of hiring managers who look at a candidate's social media profile before an interview.*

# PREPARE FOR THE JOB INTERVIEW

Where do most people go wrong in a job interview?  
Before it even starts! Here are some ways to prepare  
for your next interview:

- **Understand the job and the company**

- » Take time to research the company and the role you're applying for, and then think of ways to share how your past experiences intersect with the company's values, priorities and workplace environment.

- **Get ready to share your accomplishments**

- » It's not enough to just share the accomplishment itself. Practice how you'll tell the interviewer about the initial situation, what action you took and why, and the results you achieved.

- **Ask smart questions**

- » You'll be invited to ask questions at the end of the interview. Make sure to ask questions that show your interest in the role and also help you determine if the job is the right fit for you.

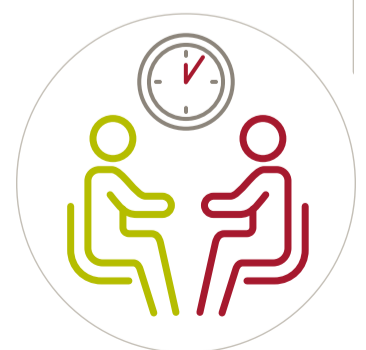
**LEARN MORE! »**

Watch UCalgary Alumni's career webinar, *Decoding the Interview*.

# 3

**3 - 4 hours**

*The amount of time recruiters recommend you spend preparing for a one-hour interview.*



# VOLUNTEER TO GROW YOUR CAREER

Volunteering not only gives you a confidence boost — it also boosts your career.



- **Practice your skills and develop new ones**

» Put the skills and knowledge you learned in the classroom to use in a real-life setting through volunteering. You'll also build new proficiencies, including interpersonal skills like teamwork.

- **Round out your resumé**

» Valuable and practical experience gained through volunteering gives you more examples of relevant work experience to share in your resumé and in a job interview.

- **Expand your network and increase your visibility**

» Being a volunteer is an opportunity to meet new people — especially influential community leaders and other inspiring movers and shakers.

**LEARN MORE! »**

Watch UCalgary Alumni's career webinar, *The Value of Volunteering for Your Career*.



## **Why you should volunteer**

*Volunteering boosts your career by building confidence, competencies, connections and communities.*

# CHECK IN WITH A CAREER COACH

Did you know UCalgary Alumni has a resident career coach available to work with grads just like you? Each session is tailored to your unique needs.

Some examples of topics you might want to explore include:

- developing strategies to support your job search;
- finding opportunities based on your career goals;
- learning how to network effectively; and
- identifying opportunities for professional development and skill-enhancement.

## CAREER COACHING

[BOOK YOUR SESSION NOW »](#)

You can meet in person or online.



### Getting your degree was just the beginning...

*The UCalgary Alumni Career Program can help you find the job of your dreams. We offer career coaching, monthly career webinars and a comprehensive resource library that'll help guide you along every stage of your career journey.*

[LEARN MORE! »](#)



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