

# Summer Work Search

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# Preparing For Your Search

- Know your skills and interests
- Define a goal
- Target your search
- Research
  
- Prepare resume/cover letters/Linked In profile
- Practice interviews



# Job search strategies

- Target your search - use a variety of strategies
- Advertised Jobs
  - Targetting your online search
- Unadvertised
  - reaching out directly to employers
  - networking

# Common summer jobs - sectors

- Hospitality
- Landscaping, garden centres
- Day camps/overnight camps
- Golf courses
- Construction
- Agriculture
- Parks and conservation centres
- Amusement parks
- Environmental fieldwork
- Events
- And everything else...
- Internships etc.

# Timelines

- Many jobs start to be posted in January
- Other employers may advertise much closer to the date

# Meta search engines/job aggregators

- Indeed.ca
- Eluta.ca etc.
- Google for Jobs
  
- Try different keyword searches
  - Summer jobs
  - Summer student
  - Summer internships
  - Seasonal
  - Contract/temporary
  - Job titles
  - Keywords from your skills and your degree
  - Some positions say for co-op students. Usually these are work terms only for students in a co-op program. If you are not sure you can contact the company to ask.

# General job boards

- Job boards: [jobbank.gc.ca](http://jobbank.gc.ca)
- [Workopolis.com](http://Workopolis.com)
- [Monster](http://Monster)
- [Glassdoor.ca](http://Glassdoor.ca)

# Local job board - wdb.ca/jobs

The screenshot shows the WDB Workforce Development Board website. At the top, the logo 'WDB | Workforce Development Board' is displayed. Below the logo is a navigation menu with links for 'About', 'News', 'Our Projects', 'Resources', 'Labour Market Information', 'Employers', and 'Job Seekers'. A search icon is located on the right side of the navigation bar. Below the navigation bar is a dark grey bar with a 'All Tools' link. The main content area features a search bar on the left with the placeholder text 'Search Jobs by Keyword...'. Below the search bar is a list of filters: 'All Industries', 'All Job Types', 'All Skill Levels', 'All Durations', 'City of Peterborough', 'All Tags', 'All Languages', 'Sort By Newest First', and 'Show 25 Posts Per Page'. The main content area displays a search result for a job post titled 'Maintenance Technician-III (Instrumentation and Control), Fairlife'. The job post is from 'The Coca-Cola Company' and is dated '2021-01-19'. The job is 'Full Time' and 'Contract'. The description states: 'Industrial instrument technicians and mechanics · Why Join Coca-Cola North America? Its an exciting time to work at The Coca-Cola Company! Were accelerating our momentum as the fastest-growing large consumer goods company in North America by putting people at the heart of our business and everything we do whether were innovating to give consumers the drinks and packaging sizes they want,'. Below the job post is a 'Go to Job Post' button. Below the job post is another job post titled 'Back on Track Facilitator' from 'Fourcast', dated '2021-01-19'. The job is 'Full Time' and 'Contract'. The description states: 'This position will be 28 hours per week, including some evening and'.

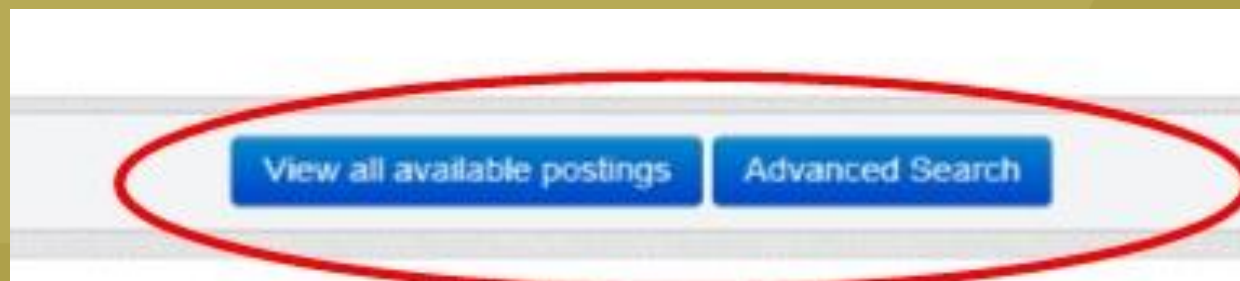


# Students/new grads

- Trent Job Boards
- [talentegg.ca](http://talentegg.ca)
- [Jobpostings.ca](http://Jobpostings.ca)

# Searching the Student Job Board

- Click **Student Job Board** on the left hand menu.



POSTING INFORMATION

Opportunity Type

<input type="checkbox"/>	SELECT ALL	Filter
<input type="checkbox"/>	MSMG-5000Y	
<input type="checkbox"/>	Part time	
<input checked="" type="checkbox"/>	Summer Job	
<input type="checkbox"/>	Trent Summer Work Experience Program (TSWEP)	
<input type="checkbox"/>	Volunteer	

# Jobs on Campus

- Read job ad carefully
  - TI only jobs (approx. 25 this year)
  - TWSP (only domestic students)
  - Some positions have no limitations
    - ie Rebound guide, college ambassadors, research assistant, some athletics, The Arthur student newspaper, campus tours, alumni office etc.
  - Some opportunities may never go on the job board... keep in touch with your department to find out about their opportunities



**TI: KWIC Liaison**  
Trent University  
Application Deadline :  
Oct 19, 2019 11:59 PM



**Advancement Services Student Assistant**  
Trent University  
Application Deadline :  
Oct 20, 2019 04:00 PM

# Industry specific

- Biotech

- [biotalent.ca](http://biotalent.ca)



- Environmental

- [Eco.ca](http://eco.ca)
- [Workcabin.ca](http://workcabin.ca)
- [Goodwork.ca](http://goodwork.ca)



- Not for profit

- [Charityvillage.com](http://charityvillage.com)
- [Workinnonprofits.ca](http://workinnonprofits.ca)



# Online resources: “What Can I do With My Degree?”

What you can do with your studies in:

CAREERSPACE CAREERS & EXPERIENCES TRENT UNIVERSITY

## Environmental & Resource Science/Studies

For more information & resources, visit [trentu.ca/careerspace](http://trentu.ca/careerspace)

What you can do with your studies in:

CAREERSPACE CAREERS & EXPERIENCES TRENT UNIVERSITY

## Environmental & Resource Science/Studies

SKILLS DEVELOPED	SAMPLE JOB TITLES	
<ul style="list-style-type: none"><li>• Conduct field studies</li><li>• Analyze data, perform statistical analyses, interpret and present results</li><li>• Retrieve, classify, manipulate and display data</li><li>• Understand and complete population, economic and statistical analysis</li><li>• Utilize spreadsheet, statistical, computer and database software</li><li>• Report writing and record keeping</li><li>• Lab skills – chemical and physical laboratory settings</li><li>• Awareness of safety procedures, handling of chemicals, and basic experimental methodology</li><li>• Effectively deal with companies, government and communities to study and solve environmental problems</li><li>• Species identification</li><li>• Use collected data to analyze and understand situations</li><li>• Use of sampling devices and chemical analysis instruments</li><li>• Oral presentation skills</li><li>• Project design and management</li><li>• Policy and institutional analysis</li><li>• Use GIS, create maps/graphs/charts</li></ul>	<ul style="list-style-type: none"><li>• Agricultural/Resource Economist</li><li>• Climatologist</li><li>• Community Development</li><li>• Conservationist</li><li>• Conservation Authorities</li><li>• Consulting Firms</li><li>• Ecologist</li><li>• Eco-Tourism Planner</li><li>• Energy Analyst</li><li>• Engineering Firms</li><li>• Environmental Education</li><li>• Environmental Risk Assessor</li><li>• Forestry</li><li>• Hazardous Waste Specialist</li><li>• Local/Provincial/Federal Government</li></ul>	<ul style="list-style-type: none"><li>• Hydrogeology</li><li>• Laboratory Technician</li><li>• Law Firms</li><li>• National/Provincial Parks</li><li>• Non-profit Organizations</li><li>• Outdoor Recreation Companies</li><li>• Park Interpreter</li><li>• Policy Analyst</li><li>• Pollution Remediation</li><li>• Real Estate Companies</li><li>• Sustainability Coordinator</li><li>• Urban Planner</li><li>• Waste Management</li><li>• Water Quality Inspector</li></ul>

## Professional Associations & Societies

Professional associations and societies can be effective exploration resources as they provide information about careers, job boards, events and professional development opportunities. These groups can be used for networking, so become familiar with them!

- The Green Pages
- Ontario Environment Industry Association
- Ontario Society for Ecological Restoration
- Environmental Careers Organization (ECO) Canada; ECO's Job Board
- Environmental Education & Communication
- Canadian Institute for Environmental Law and Policy
- Canadian Parks and Wilderness Society
- Canadian Institute of Forestry
- Canadian Environmental Law Association
- Green Communities Canada

## Opportunities - Internships, Careers, Government Programs

- Trent University Student Job Board
- Ontario Environment Network
- Ontario Environment Business Directory
- Nature Jobs
- Forestry Jobs in Canada
- Work Cabin Environmental Jobs
- Environmental Job Site
- Career Edge
- Conservation Ontario
- Young Leaders for a Sustainable Future (YLSF) Program
- Electricity Sector
- Federal Government Jobs
- Provincial Government Jobs
- Environment Canada Careers
- Charity Village

## Get Experience

- Environmental & Resource Sc./Studies at Trent University – Degree options & courses, what ERS grads are doing, and more department information.
- Trent Community Research Centre – Students are matched with local organizations to assist with research, planning and other community development projects for course credit.
- Trent University Student Organizations – Get involved in groups that will contribute to learning new skills & gaining a variety of experience.

# Worxica

**WORXICA**

CANADA'S CURATED JOB VACANCY ARCHIVE

What?

summer student

Where?

ontario



Search:  Historic Job Vacancies (1 year)  Current job openings

[Advanced Search](#)

1,887,378 CANADIAN JOB ADS FOUND IN THE PAST YEAR

# Linked In

- Professional social networking and job postings

The screenshot shows the LinkedIn job search interface. At the top, the search bar contains 'summer student' and the location is set to 'Canada'. Below the search bar, there are filters for 'Jobs', 'Date Posted', 'Experience Level', 'Company', 'Job Type', 'Remote', and 'LinkedIn Features'. The search results show 928 results for 'Summer student in Canada'. A job alert toggle is set to 'Off'. The first job listing is for 'Analyst, Labour Management Summer Student' at 'Loblaw Companies Limited' in 'Brampton, ON'. The listing includes the company logo, the job title, location, and a '6 days ago' timestamp. It also shows '11 alumni work here' and '6 applicants'. The 'Apply' button is highlighted in blue, and there is a 'Save' button. Below the job listing, it says 'See how you compare to 26 applicants'.

# Company specific

- Target companies of interest
  - Look at career pages
  - Follow on social media
  - Contact human resources or others in company
  - Find students or alumni who work there





FRANÇAIS

THE ONTARIO PUBLIC SERVICE CAREERS

- SEARCH
- WHO WE ARE
- OUR WORKPLACE
- HIRING PROCESS
- YOUTH AND NEW PROFESSIONALS
- FAQS

### Search Active Postings

The jobs posted on this website are within the approved employment cap for the Ontario Public Service.

Job advertisements for positions that have been designated bilingual will be provided in both English and French on the website. Positions that are not designated bilingual are not translated and are displayed in English only on both the English and French versions of the website.

**Select Region** (Hold "Ctrl" key down to select multiple items)

- All regions
- North
- Central
- East
- West
- Toronto

**Select City** (Hold "Ctrl" key down to select multiple items)

- All cities
- Aaron Provincial Park (Dryden)
- Adelaide
- Ailsa Craig
- Airy
- Airy Twp

**Select Job Category** (Hold "Ctrl" key down to select multiple items)

- All job categories
- Administrative and Support Services
- Agriculture
- Architecture and Archaeology
- Communications; Marketing and Creative Services
- Consulting and Planning

**Select Minimum Salary** All salaries

**Select Career Level** (Hold "Ctrl" key down to select multiple items)



Life at RBC

Work at RBC

Students &  
Graduates

Talent  
Community

🌐 French

📁 Saved  
Jobs

👤 Sign-in



# Client Advisor Internship Program, Summer 2021 - Peterborough Community

📍 Peterborough Community, Ontario, Canada

📁 Save

Apply Now

Address: Peterborough Community, Peterborough Community, Ontario, Canada

Employment Type: Student or New Grad - Campus Recruitment Only

Career Level: Student Job

Application Deadline: 01/31/2021

Posted Date: 01/13/2021



# Unadvertised

- Approaching employers directly.
- Have an introduction ready for an email, phone call or message.
  
- My name is Anna. I am a second year student in Biology and I wanted to ask you if you hire students in the summer for administrative positions. I have strong computer and customer service skills.

- I'm a 2nd year Business student at Trent. I have a lot of customer service experience in my summer job in retail. With my courses in accounting and administration, I would like to use my skills in a financial institution. I am really interested in learning more about client associate positions with Kawartha Credit Union.

# Networking

- Think about who is in your network
- Think about how to grow your network
  - Getting involved in school and community

# TrentU Connect

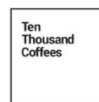
A great way to build your network is to sign up with TrentU connect to be matched with Trent Alumni who have something in common with you



Did you know...

**85% of all jobs are filled via networking?**

Sign up for TrentUConnect and start building your network today!



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See all 1,711 employees on LinkedIn

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33,102 alumni

Start year

End year

< Previous Next >

Where they live

+ Add

Where they work

+ Add



Messaging

# Careerspace

Go to: [www.trentu.ca/sep](http://www.trentu.ca/sep) to book appointments

(705) 748-1011 x 6012

[careers@trentu.ca](mailto:careers@trentu.ca)

[www.trentu.ca/careerspace](http://www.trentu.ca/careerspace)

Hours: Monday-Friday, 9:30am-4:30pm





# Event: Career Expo - virtual

## CAREER + EXPERIENCES EXPO 2021



### HEALTH AND WELLNESS

January 14, 2021, 10 a.m. - 4 p.m.

### COMMUNITY DEVELOPMENT/JUSTICE

January 22, 2021, 10 a.m. - 4 p.m.

### BUSINESS AND COMPUTERS

January 27, 2021, 10 a.m. - 4 p.m.

### NATURAL RESOURCES & ENVIRONMENTAL PROGRAMS

February 4, 2021, 10 a.m. - 4 p.m.



For more information please visit [trentu.ca/sep](https://trentu.ca/sep)