

LOOKING FOR A JOB IN PETERBOROUGH?

General Tips

1. Be persistent, look at job boards every few days and try to take some time every week or so to hand out applications in person.
2. If it has been 6+ months or something on your resume has changed, you might want to reapply (either in person or online) to make sure the employer has the most up-to-date information on file.
3. Network—reach out to family, friends, and peers and let them know you are looking for a job. Some of them may have connections to help you find something.
4. Make sure your LinkedIn account is updated with your experiences, education and goals. It is common for employers to look you up online before they decide to reach out and LinkedIn can be a powerful tool.

Location

Before starting your search think about what transportation you have access to (bus/car/taxi).

- If relying on the bus, look at where you live, where the job is located and pull up the transit map and schedule to ensure it is reasonable for you to travel to and from the jobsite.

There are a few primary areas of Peterborough where businesses are located:

1) Lansdowne Street; there are lots of chain businesses, grocery stores, retail, and restaurants here.
    - Near Lansdowne is Technology Drive, which has many factories and larger businesses.
2) Chemong Road; similar distribution to Lansdowne though not as large.
3) Downtown; higher concentrations of small locally owned businesses, retail locations, and lots of restaurants.

Check out this Peterborough Part-Time Job Search Map:

Small Businesses vs. Large Businesses

Overall, the approach you use for small, locally owned non-chain businesses is going to be different from how you apply for large businesses.

- Small businesses are less likely to advertise online when they are hiring. They are more likely to keep a stack of resumes from candidates that see them in person, so you want to be one of those people.
    - Managers and/or owners are often onsite in small businesses.
- Large businesses and chains are more likely going to require an online application, as they might have standardized hiring procedures laid out by corporate rules.

In-Person Job Applications

- When looking for a job applying in person can help increase your chances of gaining employment whether it is a large or small business, but it is more relevant for small businesses.
- When you show up in person bring a resume and a cover letter crafted to fit the kind of position you believe they would be hiring for (eg. If applying to a café, highlighting skills such as customer service, teamwork and food preparation would be relevant).
- Dress professionally and ask to speak to the owner or manager, you want to make a good impression with the person who influences hiring decisions.
- It is recommended not to leave your application with any employee, they may forget to pass along your resume to the hiring manager, and then you do not get the chance to make an impression on someone from the hiring team. Remember to ask when the manager or owner will be back in the store.

Helpful Job Search Resources

Related Resources

- Peterborough Part-Time Job Search Map
- Quick Tip YouTube Videos
- Tip Sheets & Resume Examples

Job Boards

- Student and Alumni Job Board
- Workforce Development Board
- Canada Job Bank
- Charity Village
- Indeed
- LinkedIn

Careerspace Events

- Career Workshops
- Career Peer Drop-In Sessions
- Job Fairs, Career Expos, Volunteer Expos

Careerspace Appointments

- Job Search for On Campus, Part-Time, and Summer Positions
- Resume or Cover Letter Critique
    - Asynchronous/ Email Critique
- LinkedIn Profile Critique
- Interview Prep
- Career Appointment