

Preparing for Your Job Search

Before you start looking for a job, perform a “self-assessment” on yourself.

- What are your career goals? What are your work objectives?
- What skills, experiences, knowledge and education do you have to offer an employer?
- What are your strengths and weaknesses?
- What do you need to thrive in a job?

Define your long-term career objectives and consider:

1. what kind of job would support your career goals.
2. what companies best suit your values.
3. where you want to live?

Identify the skills you currently possess. These skills can be broken down into 3 categories:

Hard Skills: These are the practical skills you possess, such as working with computers or operating machinery. Most classes are designed to teach you the hard skills needed to be successful in your chosen field of study.

Soft Skills: A broader range of skills related to your personality including your attitude towards work . Soft skills include self-confidence, communication, teamwork, tolerance, discipline, time management, and leadership.

Transferable Skills: These are the skills you possess that you can transfer into any work situation. You've gained these skills through your academic studies, work experiences, volunteer activities, sports activities and other life experiences.

Do you possess the top competencies employers are currently seeking?

- Communication skills, ability to manage information, ability to use numbers, thinking and problem solving skills, ability to demonstrate positive attitudes and behaviours, responsibility, adaptability, continuous learning, work safely, ability to work with others, ability to participate in projects and tasks

Assess your current job search skills. Do you know how to:

- Write an effective resume and cover letter.
- Develop an effective job search strategy that includes networking and tapping into the hidden job market.
- Prepare for a job interview.
- Follow-up after a job interview which includes writing a professional thank you letter.

**If you need job search assistance, visit your campus's Career Centre and meet with a
Sheridan Employment Advisor.**