

FINDING A PART-TIME JOB IN CANADA



Career Services



University
of Manitoba

Lindsey Hiebert,
CAREER CONSULTANT

ASE CAREER FAIR

Tuesday, October 7, 2025 | 2:00 - 6:00 p.m.

MPR (Multipurpose Room)
2nd floor UMSU University Centre
Open to all UM Students and Alumni

Prepare for the fair:

Register for a workshop
and see who will be there



Course Modules – Free for UM students until June 2026

Register for ALL
using your UManitoba
email address.

Pass code:
umanitoba_courses



Technical Skills Courses

- Scientific Report Writing Fundamentals
- Good Laboratory Practice (GLP) Fundamentals
- Good Manufacturing Practice (GMP) Fundamentals
- Quality Assurance / Quality Control (QA/QC) Fundamentals
- Good Clinical Practice (GCP) Fundamentals

Skills for Success Courses

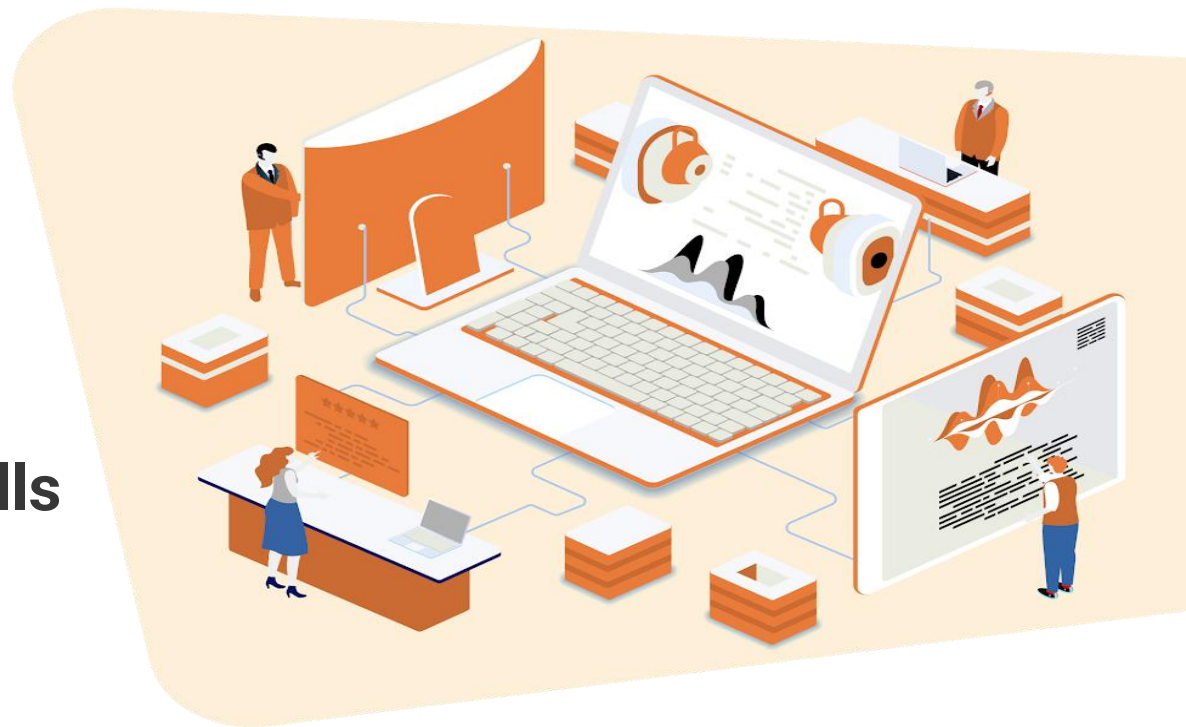
- Bio-economy Fundamentals
- Reading Fundamentals
- Writing Fundamentals
- Numeracy Fundamentals
- Document Use Fundamentals
- Communication Fundamentals
- Collaboration Fundamentals
- Problem Solving Fundamentals

Level UP

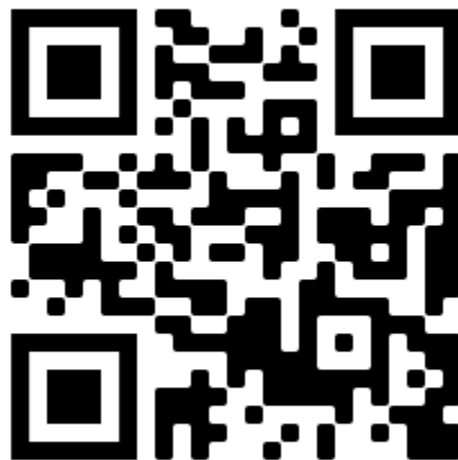
POWERED BY Riipen

Level UP your resume and build skills
through an industry-based project!

Get experience, get paid \$1400.



riipen.com/levelup/students/



University
of Manitoba



Start typing to search...



OVERVIEW

MY CALENDAR

SEARCHES

INTERACTIONS

CONTACTS

JOBS

MY STUDENTS

AF >

Lisa MacPherson

MY VIEW

Welcome Lisa MacPherson

Configure Dashboard

Overview

My Account

My Calendar

Searches

Interactions

Contacts

Jobs

My Students

Appointments

Events

Programs

...

DASHBOARD

Events, Information
Sessions and
Workshops

Job and Volunteer
Postings

Co-Curricular

Career & Co-op Staff

Computer Science Co-
op

Engineering Co-op & IIP

Environment, Earth &
Resources Co-op

Science Co-op

Alerts

0

Message Alerts

View

0

Alert Tasks

View

0

New FYI Alerts

View

0

New Alerts to Acknowledge

View

0

Alert Forms

View

Today's Built-in Video Chats

0

My Video Chats

View

Account Registrations

2

Pending Registrations

View

Postings





Get Hired! Week of May 25

Check back for job opportunities and tips week-to-week.

MAY 25, 2021 — Are you looking for work, trying to get that first job, or want to gain experience in

RECENT STORIES ▸

Conducting a Resilient Job Search during the 2nd Summer of COVID

Searching for a job can easily become an all-consuming affair, but with a schedule, you can give yourself time to relax and recharge.

 [career services](#), [graduate students](#), [students](#)

English Language Centre – helping students thrive at UM

Along with providing tools and strategies that help students improve their oral and written communication skills, ELC programs build self-confidence and can support students who are adjusting to a new cultural environment.

 [english language centre](#), [students](#)

Meet your fellow students at two virtual summer events

The International Centre is hosting two virtual summer events: a virtual cookout and a virtual talent show, both happening on Zoom

 [international centre](#), [students](#)

GET HIRED: WEEKLY UPDATES FOR UM STUDENTS



1

JOB SEARCH STRATEGIES

WHERE to look & HOW to research + connect

2

CONSIDER YOUR LONG-TERM GOALS

Build experience that supports employability

3

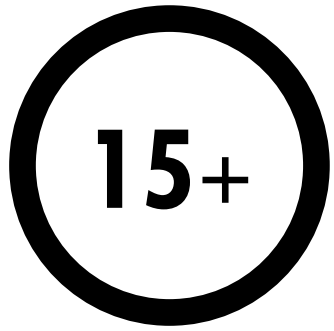
APPLYING FOR JOBS

Resumé & Cover Letter Tips & Resources

4

CAREER SERVICES & SUPPORTS

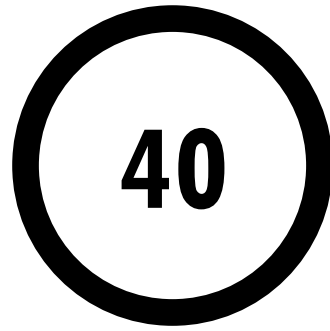
Services and upcoming workshops



**JOBS/
LIFE**



**LIFETIME
SKILL**



**HOURS/
WEEK**



**HARD
WORK**



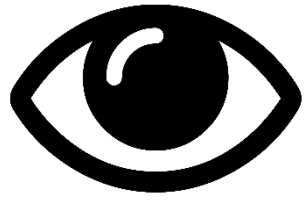
**PART-TIME,
FULL-TIME**

A background image showing a person's hand holding a smartphone. The hand is wearing a brown braided bracelet. In the background, there is a laptop and a tablet. A white rectangular box is overlaid on the image, containing the text "WHY LEARN JOB SEARCH?".

WHY LEARN JOB SEARCH?

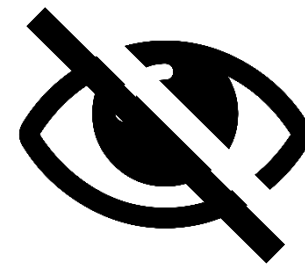


HOW? JOB SEARCH STRATEGIES



VISIBLE JOB MARKET

- Published job postings
- Newspapers, job boards
- Company / industry websites



HIDDEN JOB MARKET

Existing
jobs

Pending
/Created
jobs

- Industry research & media
- Relationships & networking
- Reaching out to employers



UNDERSTAND THE JOB MARKET



Start typing to search...



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MY CALENDAR

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Lisa MacPherson

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Alerts

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Message Alerts

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Alert Tasks

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New FYI Alerts

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New Alerts to Acknowledge

View

0

Alert Forms

View

Today's Built-in Video Chats

0

My Video Chats

View

Account Registrations

2

Pending Registrations

View

Postings



WHEN SEARCHING JOB BOARDS & APPLYING ONLINE, DO:

- ✓ Use a variety of strategic **keywords**
 - Reflect on your skills and interests (strengths), knowledge and role / tasks you'd want in a job
- ✓ Still connect directly with employers
 - Drop-off your resumé in person
 - Follow-up by phone after the posting deadline to inquire the hiring process and timeline
 - Ask for feedback if you're not successful
- ✓ Keep track of your job search steps
 - Maintain a Job Search Journal
- ✓ Check job boards frequently
 - New postings are often added daily.
 - Up to 50 jobs/day added to **careerCONNECT**

careerCONNECT
JOB & CO-OP POSTINGS • CAREER FAIRS, WORKSHOPS & EVENTS



VISIBLE JOB MARKET



Analyzing a Job Posting and Offer

SIGNS OF POTENTIAL EMPLOYMENT SCAMS

1

POSTING

- ✓ Email address
- ✓ Poor grammar or format
- ✓ Highly flexible role, no experience needed

2

DURING COMMUNICATION

- ✓ 3rd party payment
- ✓ Money in advance
- ✓ Request for SIN, credit card info

3

INTERVIEW and OFFER

- ✓ No “one-on-one” time
- ✓ Location is obscure or remote
- ✓ Unofficial paperwork to complete

JOB SCAMS

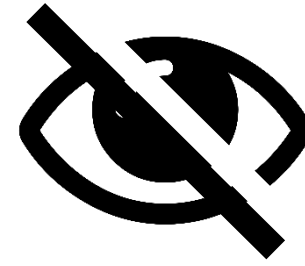
JOB SEARCH





VISIBLE JOB MARKET

- Published job postings
- Newspapers, websites, job boards, social media



HIDDEN JOB MARKET

- Industry research & media
- Relationships & networking
- Found all around you



WHERE IS THE HIDDEN JOB MARKET?

Steps to Success: Building career-focused competencies

Strategically align your part-time and summer work with long-term goals!



You are here

What skills, knowledge and industry exposure do **you have** already?



Skills

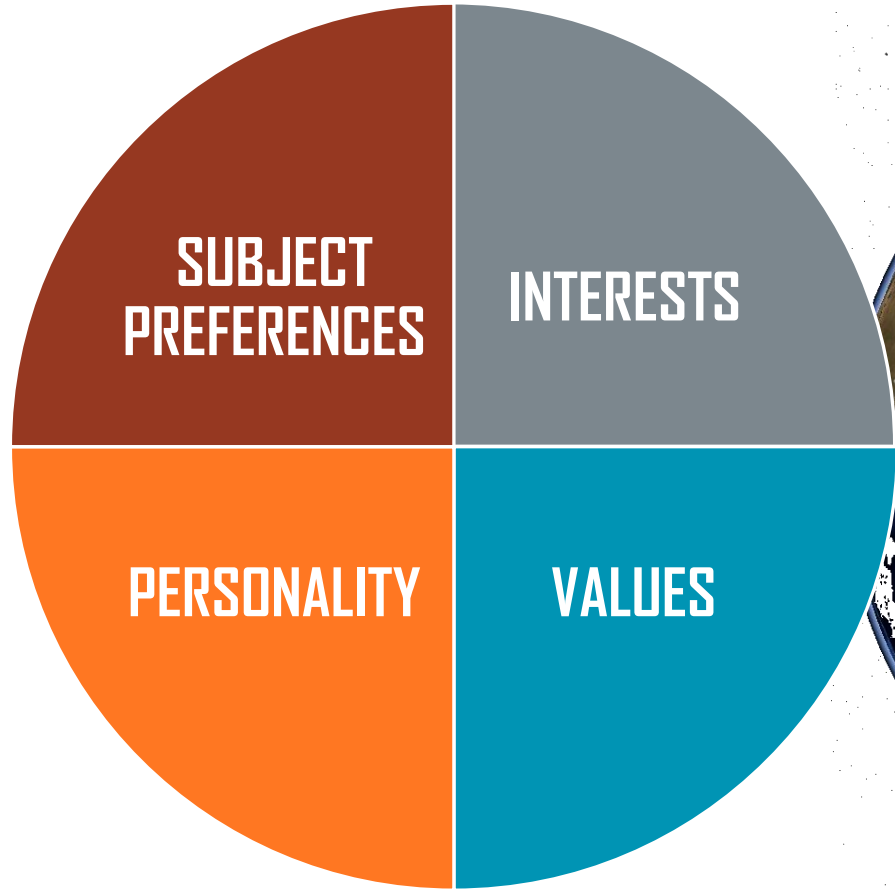
Knowledge

**Industry exposure
& Networking**



Your destination

What skills, knowledge and experience does the **occupation or industry** require?



WHO AM I?
WHAT MATTERS TO ME?



WHAT DOES THE
WORLD NEED?



Government
of Canada

Gouvernement
du Canada

Search Canada.ca



Hierarchy and structure

[Home](#) > [National Occupational Classification](#) > Hierarchy and structure

Filter items:

Expand all

Collapse all

- ▶ **0** Management occupations
- ▶ **1** Business, finance and administration occupations
- ▶ **2** Natural and applied sciences and related occupations
- ▶ **3** Health occupations
- ▶ **4** Occupations in education, law and social, community and government services
- ▶ **5** Occupations in art, culture, recreation and sport
- ▶ **6** Sales and service occupations
- ▶ **7** Trades, transport and equipment operators and related occupations
- ▶ **8** Natural resources, agriculture and related production occupations
- ▶ **9** Occupations in manufacturing and utilities

National
Occupational
Classification

CANADA'S
“OCCUPATIONAL
ENCYCLOPEDIA”

Financial Analysts

Learn about this occupation – including typical duties, education outlook information, job boards and more.

Does this suit me?

Financial and investment analysts collect and analyze financial information such as economic forecasts, trading volumes and the movement of capital, financial backgrounds of companies, historical performances and future trends of stocks, bonds and other investment instruments to provide financial and investment or financing advice for their company or their company's clients. Their studies and evaluations cover areas such as takeover bids, private placements, mergers or acquisitions.

Financial analysts are employed by a wide range of establishments throughout the private and public sector, such as banks, brokerage houses, insurance companies, investment companies, manufacturing firms, trust companies, utility companies and underwriting firms. Investment analysts are employed primarily by brokerage houses and fund management companies. (National Occupational Classification)

NOC Code

[1112 – Financial and investment analysts](#)

Holland Code

Conventional
Investigative
Enterprising / Social

[What is a Holland Code?](#)

What is the job like?

Occupational profile

Find detailed information about the occupation, including typical duties and working conditions, in the links below:

- [National Occupational Classification \(NOC\) - Canadian occupational descriptions](#)
- [O*NET Online - U.S resource for occupational descriptions and information](#)
- [OCCinfo by alis - Alberta-based occupational information](#)
- Sokanu - occupational info and videos:
 - [Sokanu - Financial Analyst](#)
 - [Sokanu - Financial Quantitative Analyst](#)
 - [Sokanu - Treasurer](#)
 - [Sokanu - Financial Manager](#)
- [A Day in the Life of a Financial Analyst - The Princeton Review](#)
- [Financial Analyst career profile - from AqCareers.com](#)
- [Becoming a Financial Analyst \(includes video\) - from Investopedia](#)
- [What's a Financial Analyst and how do you become one? - TalentEgg.ca](#)
- [Financial Analyst Career Path Options:](#)
 - [Fund Manager - overview from Kaplan Schweser](#)
 - [Portfolio Manager - overview from Kaplan Schweser](#)
 - [Ratings Analyst - overview from Kaplan Schweser](#)
 - [Risk Analyst - overview from Kaplan Schweser](#)
- [Who's who in mutual funds - Investment Funds Institute of Canada](#)
- [Career Paths in Finance - incl. Professional Interview Series from Sell Side Handbook](#)

scroll

Education

U of M Academic Calendar

[The Academic Calendar & Catalogue](#) outlines program admission and course requirements for specific faculty and program. To determine which degree path suits your unique occupational goals, consult with an [Academic Advisor](#). For support with course registration and academic issues, speak with an [Academic Advisor](#).

Faculty and Department Homepages

Visit U of M's faculty and department homepage to learn about program application deadlines and processes, as well as additional in-house resources and opportunities.

- [Department of Accounting and Finance - Asper School of Business](#)
- [Department of Economics - Faculty of Arts](#)
- [Department of Agribusiness & Agricultural Economics - Faculty of Agricultural & Food Sciences](#)

Exploring Other Education Options

- [UofM Search Directories](#)

[Information for foreign-trained financial and investment analysts - Canadian Information Centre for International Credentials](#)

What are the educational requirements or degree options?

Labour market information

Labour market information informs users of supply and demand for specific occupations and sectors. It includes such things as salary and job outlook information. These resources support informed career decision making and job search efforts.

Resources

- [Explore Careers: Job Market Report \(Winnipeg region\) - Gov. of Canada Job Bank](#)
- [Occupation Outlook Handbook - Job outlook for the U.S.](#)
- [I want to be a financial analyst. What will my salary be? - The Globe & Mail](#)
- [Robert Half Salary Guide for Accounting & Finance Professionals - salary and hiring trends info](#)
- [Canadian Compensation Surveys - information on CFA charterholder salaries, work hours and employers from CFA Societies Canada](#)

Professional Associations

Professional associations may organize events and provide directories, job postings, career and labour market information.

What is the job outlook and salary?

Related occupations

- [Accountant](#)
- [Actuary](#)
- [Economist](#)

Related occupations?

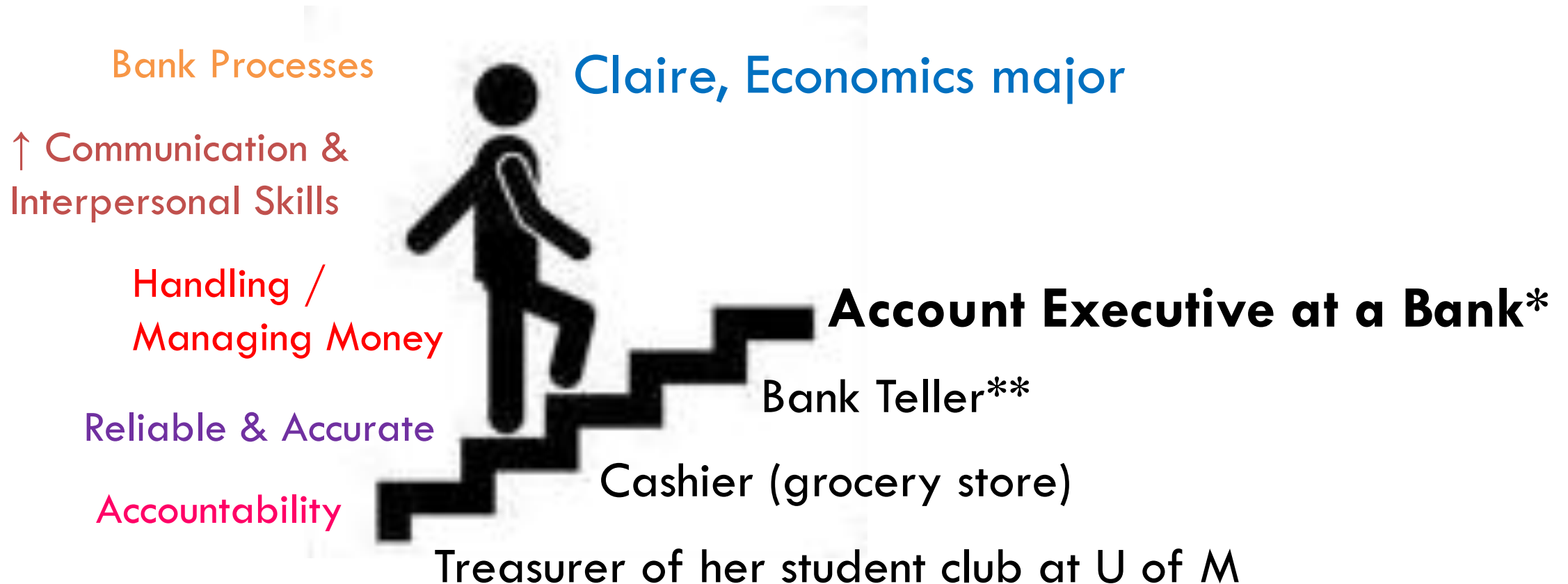
YOUR CAREER INTERESTS → DEGREE OPTION(S) AND COURSES



IT'S YOUR CAREER!
IT'S YOUR DEGREE!



BUILDING EXPERIENCE: STAIRCASE EXAMPLE



Building Experience: Skills, Knowledge, Industry Exposure

Industry Knowledge

Michael, M.Sc. in Chemistry

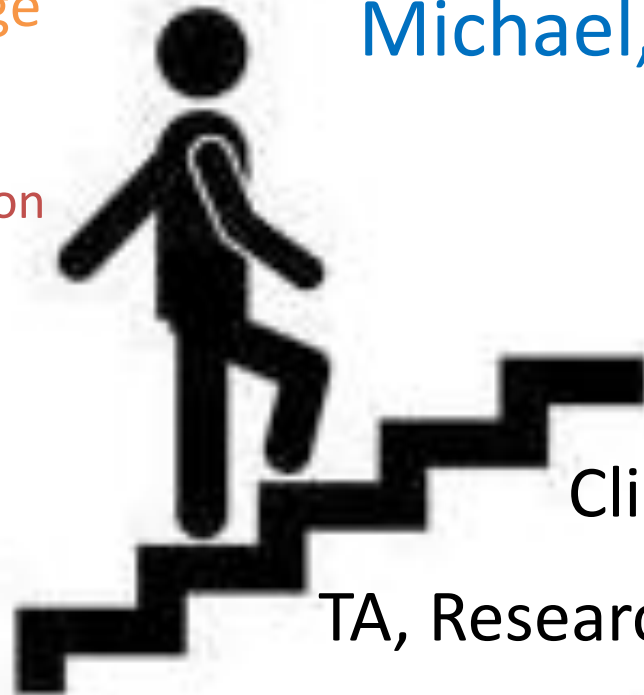
Report writing and
written communication

Teaching and
supervision

Administration

Laboratory Skills

Customer Service



Biotech - R&D Scientist*

Clinical Research Coordinator **

TA, Research Assistant and GSA Executive

Lab Technologist (summer job – biotech company),
Cashier (part-time job – grocery retailer)



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Anthropology at UM

Year 1 - 30 credit hours

Year 2 - 60 credit hours

Year 3 - 90 credit hours

Year 4 - 120 credit hours

Sample Jobs

What do employers want?

Get one-on-one help

Meet with a career consultant

Meet with a career consultant for a confidential session to discuss your career goals, job search, resumé/CV and interview preparation.

Sample jobs with an undergraduate degree and related experience

- [Antique Dealer](#)
- Archaeological Field Technician
- Archivist Assistant
- [Border Services Officer](#)
- [Citizenship and Immigration Agent](#)
- [Community Development Officer](#)
- Community Impact Analyst
- Conservation Technician
- [Curator](#)
- [Employment Equity Officer](#)
- [Foreign Service Officer](#)
- [Immigrant Settlement Worker](#)
- International Student Advisor
- [Interpreter/Translator](#)
- [Market Research Analyst](#)
- Research Assistant
- [Social Policy Analyst](#)
- [Social Program Coordinator](#)
- [Volunteer Coordinator](#)
- [Youth Worker](#)

Options requiring other education

- [Anthropologist](#)



Privacy - Terms

umanitoba.ca/career-services/career-planning/career-com

 NEW! Call 2-1-1



High-Contrast Mode



FR

[Home](#)

[About](#)

[FAQ](#)

[For Service Providers](#)

[Contact 211](#)

Your search starts here

Find programs and services in your community.



Emergency
Resources



Covid-19 Info



Housing &
Homelessness



Food &
Clothing



Health



Mental Health
& Addictions



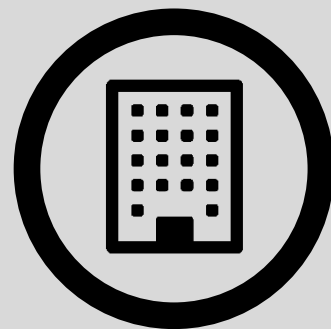
55+



LABOUR
MARKET



SECTORS



ORGANIZATIONS



JOB TITLES

A background image showing a person's hand typing on a laptop keyboard. To the right, there is a white cup of black coffee on a saucer. The scene is set on a wooden desk.

JOB SEARCH PLANNING & RESEARCH

CULTURAL & LABOUR MARKET DIFFERENCES

Canada

VS.

Your Home Country



Job boards and ind

On this page:

Online Job Posting Boards

On Campus Jobs

Sector Councils and In

Online Job Posting Boards

For University of Manitoba Students:

- [Career Connect - on campus/off campus full-time, part-time internships](#)
- [U of M Human Resources Department - search for work as i](#)
- [U of M Research Grant-Funded Student Jobs](#)
- [University of Manitoba Students Union \(UMSU\) - for jobs wit](#)
 - UMSU Service Centre (UMSU)
 - Degrees Restaurant
 - Digital Print & Design Centre
 - G.P.A.'s Convenience Store
 - IQ's Café & Billiards
 - The Hub Social Club
 - UMCycle
- [My World Abroad - international job and volunteer postings i](#)

Government Student Job Programs:

- [STEP Services Urban/Hometown Green Team and Career F](#)
- [Federal Student Work - Government of Canada's Federal Stu Affiliated Program \(RAP\)](#)

Government Job Posting Boards:

- [City of Winnipeg](#)
- [Manitoba Government Job Opportunities](#)
- [Shared Health - health care opportunities in the Regional He](#)
- [Government of Canada - Public Service Commission Recruit](#)

General Job Posting Sites:

General Job Posting Sites:

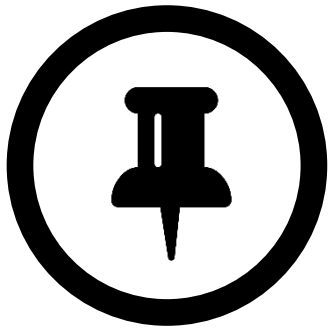
- [Student Jobs Manitoba - Manitoba's new job board launched spring 2020](#)
- [Human Resource Development Canada Job Bank](#)
- [Find My Job Manitoba](#)
- [mbjobs.ca](#)
- [Indeed](#)
- [LinkedIn Jobs - A job search tool from LinkedIn](#)
- [Wow Jobs](#)
- [AMIK - Canada's premiere Aboriginal jobs referral website](#)
- [Eluta](#)
- [WORKink - career development AND employment portal for Canadians with disabilities](#)
- [Monster](#)
- [Careerjet](#)
- [Jobpostings - affiliated with Canadian-based JobPostings magazine](#)
- [ResearchGate - job posting board and networking hub for scientists and researchers](#)
- [Jobs.ca - incl. listing of specialized job sites](#)
- [Jooble Canada](#)

Volunteer Posting Boards & Links:

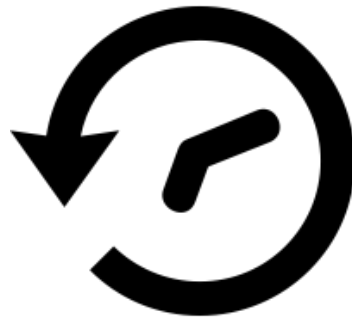
- [Government of Canada - I Want to Help - Service opportunities portal for students to support their communities and Canada's response to COVID-19](#)
- [Volunteer Manitoba - search Volunteer Opportunities](#)
- [Volunteer Canada](#)
- [Volunteer Opportunities - with the Winnipeg Regional Health Authority](#)
- [Volunteers in Public Service - Province of Manitoba](#)
- [Idealist](#)
- [Charity Village Canada - 'Volunteer' criteria selection option within job posting board](#)
- [Working Abroad - Worldwide Volunteer Database](#)
- On-Campus Volunteering:
 - [University of Manitoba Volunteer Program - coord. by the Office of Student Life](#)
 - [UMSU Volunteer Program - University of Manitoba Students Union](#)

On Campus Jobs

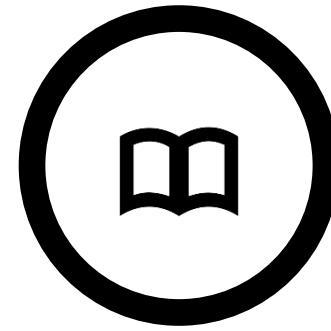
Many students prefer to work on campus and there are a variety of positions available - from research assistant work to foc



CURRENT JOB
POSTINGS



JOB POSTING
ARCHIVES



OCCUPATIONS
LIBRARY



LINKEDIN



WHERE TO RESEARCH

Professional Associations

Professional associations may organize events and provide directories, job post
Student membership opportunities may also be available: engage, learn and net

- [Chartered Financial Analyst \(CFA\) Institute](#) [↗](#)
 - [CFA Society: Winnipeg](#) [↗](#)
- [Canadian Securities Institute \(CSI\)](#) [↗](#)
- [Global Association of Risk Management Professionals](#) [↗](#)
- [Association for Finance Professionals \(U.S.\)](#) [↗](#)

Directories, Industry Associations, and Sector Councils

These resources provide industry news, labour market information and a list of p
usually multiple industries worth exploring.

- [CFA Society Winnipeg - Member Firms/Employers](#) [↗](#)
- [Canadian Venture Capital & Private Equity Association - members](#) [↗](#)
- [Portfolio Management Association of Canada \(PMAC\) - firms](#) [↗](#)
- [Federally Regulated Financial Institution - list from Government of Canada](#) [↗](#)
- [Canadian Bankers Association - member banks](#) [↗](#)
- [Investment Industry Association of Canada - member firms](#) [↗](#)
- [Association of Canadian Pension - executive members](#) [↗](#)
- [Pension Investment Association of Canada](#) [↗](#)
- [Canadian Financial & Leasing Association - member directory](#) [↗](#)
- [Responsible Investment Association - member list](#) [↗](#)
- [Securities Industry and Financial Markets Association \(U.S.\) - member dir](#) [↗](#)
- [International Investment Funds Association](#) [↗](#)
- [Sell Side Handbook: Investment Banking Landscape - overview of Canada](#) [↗](#)
[Groups, M&A, Debt Capital and Equity Capital](#) [↗](#)

Job Boards

Search occupations of interest in the industry-specific job boards below to learn
and available jobs. You may also wish to search more general [online job boards](#).

- [CFA Institute - jobs in Canada](#) [↗](#)

Other links

These external resources may provide you with additional information about the occupation and opportunities to build
experience.

- [UMSU Student Club: UM Finance Organization](#) [↗](#)
- [Analyst Forum - online community for CFA candidates and charterholders to discuss the program](#) [↗](#)
- [CFA Prep and Career Information - information on the exam, designation and job outcomes from Kaplan Schweser \(CFA Institute approved prep provider\)](#) [↗](#)
- [Report: Future State of the Investment Profession \(2017\) - CFA Institute](#) [↗](#)
- [Report: Gender Diversity in Investment Management \(2016\) - CFA Institute](#) [↗](#)
- [Canadian Pension Plan Investment Board](#) [↗](#)
- [Investment Executive \(IE\) - Canada's national newspaper for financial professionals](#) [↗](#)
- [Financial Services Career Guide - articles and information from TalentEgg.ca](#) [↗](#)
- [The Wall Street Journal](#) [↗](#)
- [Financial Times](#) [↗](#)
- [The Economist magazine](#) [↗](#)
- [Canadian Stock Exchange | TMX Group](#) [↗](#)

Related occupations

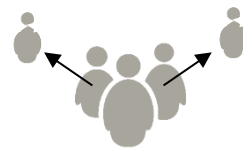
- [Accountant](#)
- [Actuary](#)
- [Economist](#)
- [Financial Advisor](#)
- [Bank Manager \(NOC\)](#) [↗](#)
- [Operations Research Analyst](#)



PEOPLE YOU KNOW

- Family members
- Neighbours
- Friends
- Community members
- Faith community members
- Fellow students
- Coworkers

WILL REFER YOU TO:



PEOPLE YOU NEED TO KNOW

- Friends of family members
- Coworkers of neighbours
- Friends of friends
- Coworkers of community members
- Friends / co-workers of students
- Friends of coworkers

NETWORKING: TALK & CONNECT

A photograph of three people (two women and one man) sitting around a table in a modern, well-lit interior space, possibly a cafe or office lounge. They are engaged in conversation. A semi-transparent grey box with white text is overlaid on the bottom left of the image.

VALUE OF NETWORKING

1. Informed career planning & decisions
 - Advice and mentorship to help plan
2. Support short & long-term job search
 - Job leads (hidden job market)
 - Knowledge about companies, hiring processes for job applications
 - References or referrals
3. Involvement demonstrates career engagement on our resumé
4. Boost our “social capital” and develop a good reputation



EFFECTIVE NETOWRKing

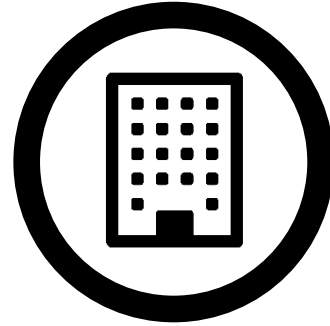
The 3 keys & 3P's of Networking

- Remember **WHY** we network.
And keep **3 keys** or goals in mind:
- 1. **To Learn** (about people, occupations, company, industry)
- 2. **Make a good impression**
- 3. **For others to get to know you** (personality, interests, competencies)
- **The 3 P's: Polite, Patient, Persistent.**
*Use your EQ, be observant, have empathy

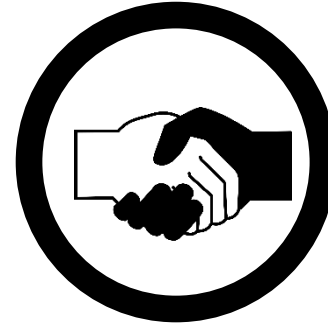
QUICK WINS



NETWORKING
EVENTS



EMPLOYER INFO
SESSIONS



CAREER
FAIRS



VOLUNTEER
FOR A DAY

A background photograph showing three people sitting at a table in a casual setting, likely a cafe or restaurant. A woman on the left is looking towards the center. A man in the middle is looking down at a tablet. A man on the right is looking at the tablet. There are glasses of water and coffee on the table.

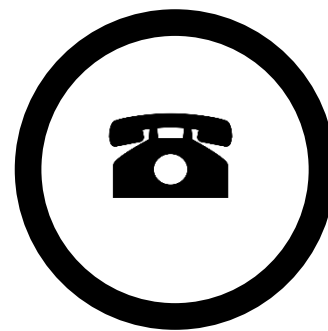
NETWORK



MENTORSHIP



JOB
SHADOW



COLD
CALLS



INFORMATIONAL
INTERVIEWS

ONE-ON-ONE: NETWORKING

BIGGER INVESTMENTS



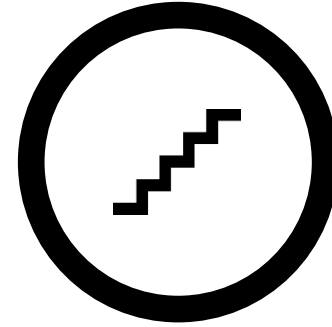
PAID
INTERNSHIPS



CO-OP



VOLUNTEER



ENTRY LEVEL
WORK



ON CAMPUS
WORK

A background image showing three people sitting at a table, looking at a laptop screen. The image is slightly blurred and has a warm, indoor lighting.

TALK TO PROFESSIONALS IN YOUR FIELD

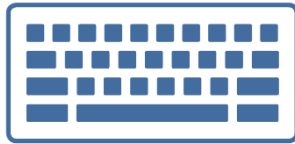
Technical Skills



Transferable Skills

Required to perform a particular task

Easily transferred from 1 situation to another



CODING

LAB SKILLS



COMMUNICATION

ORGANIZATION

RESUMES: WHAT TO INCLUDE

APPENDIX B: SKILLS MATCHING WORKSHEET

WRITTEN COMMUNICATION**I USE THIS SKILL WHEN...**

Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.

Write letters and reports that are logically structured and contain all relevant information.

Adapt writing style in consideration of different audiences.

ORAL COMMUNICATION**I USE THIS SKILL WHEN...**

Ask and answer questions, clarify, and summarize what others are communicating.

Provide clear explanations and directions while instructing, educating and providing feedback.

Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

TEAMWORK**I USE THIS SKILL WHEN...**

Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.

Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.

Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

LEADERSHIP**I USE THIS SKILL WHEN...**

Accept responsibility for decisions and display a positive attitude and perseverance.

Models a strong desire to succeed by demonstrating adaptability to achieve goals.

Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.

PLANNING AND ORGANIZING



RESUMES: WHAT NOT TO INCLUDE

SARAH HUNT (she/her)

Winnipeg, MB | sara.hunt@gmail.com | 431-000-0000

EDUCATION

University 1 2020 – Present
University of Manitoba

High School Diploma 2020
Garden City Collegiate, Winnipeg MB

RELATED SKILLS

Communication and Teamwork Skills

- Utilized Microsoft Office and various social media platforms (Instagram, Twitter, Reddit, Facebook) to promote fundraising events and increase attendance
- Collaborated with a committee of 6 students and teachers to distribute funds to multiple charities and meet donation goals
- Interviewed organization officials to determine needs while conducting site visits of various charitable organizations
- Presented research paper to a class of more than 80 students with group of 4 team members; achieved an A+ grade

Leadership Skills

- Chaired meetings of 10-15 students and led discussion on major charitable initiative
- Trained and supported new gift shop volunteers by providing constructive feedback and modeling high customer service standards

RELEVANT VOLUNTEER EXPERIENCE

Gift Shop Volunteer 2019 – Present
Seven Oaks Hospital, Winnipeg MB

- Interacted compassionately with customers to help select items and organize delivery of gifts across the hospital
- Communicated with colleagues and volunteer manager to ensure excellent customer service
- Organized and stocked shop floor to guarantee item availability for customers
- Efficiently and accurately processed credit, debit, and cash transactions in a busy environment

Coordinator/Committee Member 2017 – 2020
Garden City Collegiate Youth in Philanthropy Committee, Winnipeg MB

- Coordinated and organized site visits of 10-15 students to various charities across the province to learn about operations
- Conducted thorough research and interviews via phone, email and in-person to find information on various charitable organizations for decision-making
- Consulted and communicated with 10-15 committee members to discuss and finalize how to distribute \$5000 to multiple charities and how the donation will be spent on a yearly basis
- Utilized Microsoft Excel to create a budget for the contributions to each charity to ensure funds were allocated appropriately
- Created a comprehensive final report on grant recommendations for the Winnipeg Foundation using Microsoft Office

INTERESTS

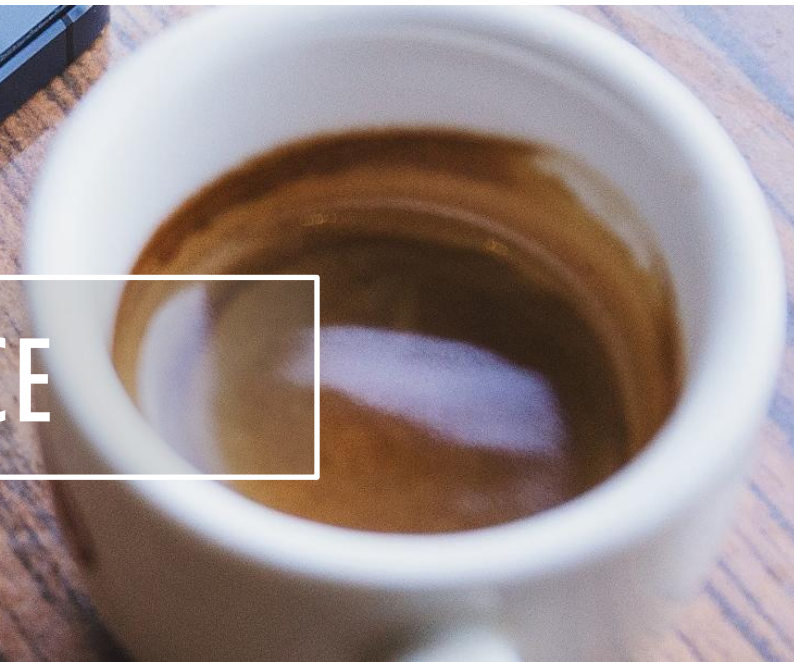
- Skating
- Gardening
- Volunteering

**Resumé and Cover Letter
Workshop – Friday Jan. 31st
9:30 – 11:30am**

WHAT YOU USE WILL DEPEND ON YOUR AREA OF WORK



OTHER: PERSONAL WEBSITE, BLOG, INDUSTRY SPECIFIC PLATFORMS



- People in your professional network (not your friends)
 - Often former supervisors
 - Able to speak to your skills, knowledge, personality and attitude
- Bring a references list to your interview



References:

1. Name of person 1
Position Title, Org.
Relationship to you
Contact Info
2. Name of person 2
3. Name of person 3

REFERENCES

 **SEEK SUPPORT**

 **MAKE A SCHEDULE**

 **SET GOALS**

 **BE KIND TO YOURSELF**

 **REFLECT, REPEAT**



KEEPING AT IT



APPOINTMENT

204-474-9456

Visit 474 University Centre



ONLINE

umanitoba.ca/career-services



OTHER WORKSHOPS: Job Search, Resumé & Cover Letter, Interview, LinkedIn, Networking

Register: uofmcareerservices.ca

WE ARE HERE TO HELP



WORKING IN CANADA AS AN INTERNATIONAL STUDENT

INFO SESSION

January 16, 2025

3:00 PM - 4:00 PM

Virtual - Zoom



UM | International Centre