

Strive to Thrive

Career Tips For Ted Rogers School Students

These reports leverage the expertise of BCH staff to share best practices for students & alumni.

Updated September 2024

Looking For a Job? Don't Know Where To Start?

Here is the Five-Step Process for Initiating Your Job Search

Job searching can feel overwhelming, but don't worry you are not alone!

This report will guide you through the job search process and show you how to access the hidden job market. To be successful in your search, we recommend you break the process down into the following below steps.

1

5 Steps for Conducting your Search

1

Know Who You Are and What You Want

- Take inventory of your strengths, skills, interests, and values. Be realistic and honest.
- Know your accomplishments through work, volunteering, school, or other opportunities.
- Have an idea of your areas of interest and what you would like to experience and accomplish.
- Create a list of things that are important to you in a future job opportunity such as company culture, values, size, work environment, and opportunity for professional development.

2

Do your Research

- Research potential companies you are interested in learning more about. Start with 5-10 companies.
 - Why these companies?
 - What do you already know or like about them?
 - What do you want to learn more about?
- Research job titles you are interested in learning more about.
 - What kind of job would you hope to find in these companies?
 - Why are these jobs of interest to you and what do you like about them?
 - What skills, tools, and knowledge are needed for these jobs?

3

Create your Application

- Resume and Cover Letter: Incorporate your strengths, skills, and accomplishments from step 1 into both documents. Visit [Hub Insights](#) and use the [resume](#) and [cover letter](#) reports to learn how to format your documents, useful tips, and templates. Remember, it is crucial to tailor your applications for each role you apply to. [Check your resume and cover letter for grammatical or spelling errors!](#)

4

Just Do It!

- Online job boards and search engines are another way to conduct a job search. While roughly 85% of jobs aren't posted online, there are still many that are posted daily, and they can also give you a good idea as to what qualifications you may need for the type of job you're looking for.
- Stay organized. Create a system that works for you to keep track of your contacts, interviews, and other job-search activities. Keep all of your documents in one place – this will be immensely helpful for your interview preparation. Make sure to save the job description of the roles you're applying to as a 'pdf' or a 'screenshot' as most companies remove them from their sites as they move to the interviewing stage. The job description is *critical* when preparing for your interview. It's also important to save the resume and cover letter you submitted to each role so you know how you positioned yourself, your skills, and your experience.

Company	Job Titles	Deadline	Start Date	Application	Job Description	Additional Work	Interview Date	Offers
Salesforce	Business Development Repri	Mar-18	Mar-1	Resume & CL	Link	Attended Salesforce on Campus event	April 20 @ 1pm	Yes
VendorPM	Business Development Repri	Apr-11	Apr-3	Resume & CL	Link	Reached out to Manager	May 16 @ 3pm	No
Points	Account Manager	Apr-29	Apr-3	Resume & CL	Link	Attended coffee chat	May 18 @ 10am	Pending
Deloitte	Business Analyst	Apr-30	Apr-22	Resume & CL	Link	Connected with recruiter	Pending	Pending
P&G	Project Coordinator	Apr-30	Apr-22	Resume & CL	Link	Reached out to hiring manager	Pending	Pending

TIP: Diversify Where You Look!

Many employers post on different platforms. By diversifying your search, you will cover a larger area of jobs, thus increasing your chances. Consider looking on other job boards - there are 100's out there - some are specific for different industries, positions, and audiences. Look at company websites, professional association websites, and consider agencies - they are highly connected in the job market and contract roles can be a great way to get your foot in the door.



As a Ted Rogers student, you receive e-newsletters from the BCH with job opportunities tailored to you. Check out your weekly newsletter for details! To learn more about companies, opportunities, jobs, and events that are happening on-campus, keep an eye out on the [Business Career Hub website](#). Make an appointment with a Career Consultant to learn about how else you can be looking for opportunities.

Ted Rogers Alumni Profile



ANJALIKA BOODRAM

HR Alumni, 2021



“The BCH has helped me throughout my university experience by providing assistance during the job search process. Specifically, I found it very helpful when the Career Consultants helped me improve version of my resume and cover letter. I also practiced interviewing through mock-interviews. They shared tips on how to make my job search efforts more effective. BCH offers a wide range of events that provided me insight into different facets of what an HR professional may face throughout their career.”

Here are the roles Anjalika secured through the support of the BCH:

- RBC - Pre-employment Representative (HR - Onboarding Department)
- CIBC - Senior Data Analyst Co-op Student (Cyber Security Resilience Department)
- Treasury Board Secretariat - Business Finance Co-op Student (Resource Management Unit)
- Peak Associates Limited - Recruiter Co-op Student

Learn More for Free

TalentEgg Incubator Articles

[Articles](#) on Networking Advice and Guidance, e.g. “How I Landed My Dream Internship Through Networking”, “Networking As An Introvert”, “Interview with a Bell Recruiter: How to Succeed at Virtual Networking”, and more!

Ted Rogers School Student Groups

Check out [Ted Rogers Student Groups](#) for events and networking opportunities.

Access the Hidden Job Market

About 20% of jobs are posted at any given time, and that leaves 80% of available jobs in the 'hidden job market'. The hidden job market is everything you don't see on job boards or career sites. It's essentially everything that goes on in the background. The job market is highly competitive. The GTA job market is all about relationships - it's about who you know, who knows you, and who is connected to who.

Here are ways in which you can access this hidden market:

LinkedIn

- Create a LinkedIn Profile (pretty much a must for business students)
- LinkedIn is the no. 1 platform for professional networking and career development. It allows you to build your personal brand, seek new opportunities, and connect with professionals to expand your network.
- **Tip: 87% of recruiters use LinkedIn to source candidates**
 - Use social media, especially LinkedIn, to sign up for job alerts, contact employers directly, and attend job fairs and networking events! Use LinkedIn as a research tool to look up different companies, organization structures, roles, and alumni. Reach out to professionals to conduct an informational interview to gain insight into their role, company, and career path.
- Sign up for the [Digital Communication - Think LinkedIn Bootcamp](#) to build a powerful profile that gets noticed by recruiters!

Industry Events

- Attend recruitment and information events to connect with representatives and hiring managers and learn more about the company, values, opportunities, and recruitment process.
- BCH hosts many [employer events](#) which include a networking element. Check our website for upcoming events that you can attend! [Ted Rogers School Student Groups](#) also host several events and conferences with opportunities to connect with industry professionals.

Networking

- Don't discount your friends and family as you never know who knows who and who they are connected to. Even vocalizing what kind of role you're looking for is a great idea so that you become top of mind.
- Speak to former co-workers, classmates, and members of clubs or associations that you are a part of. If there are people in your network working at an employer of interest, talk to them.
- **85% of positions are filled through networking**

Coffee Chats

- A coffee chat is a great way to build relationships with your network. They can give you an insider look at an industry, position, or career journey. Visit the [Hub Insights](#) 'Coffee Chats' report for a step-by-step guide on setting up and preparing for coffee chats with Ted Rogers Alumni!

Volunteer

- Volunteering can help you build and reinforce skills, gain new experiences, develop leadership skills and teamwork, as well as expand your network. Connections you build might lead to future career and development opportunities.

Visit the Business Career Hub

Employer Events

The BCH hosts several employer events to prepare you for your professional career. Refer to your weekly 'BCH Careers Newsletter' for a list of upcoming [events](#).

Bootcamps/Prep Programs

Advance your technical and soft skills, earn digital badges, and gain an advantage in today's workforce through bootcamps. Click here to [register](#) for current bootcamps.

Coaching & Mock Interview

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



[TedRogersBCH](#)



[Business Career Hub Website](#)



[TedRogersBCH](#)



Career Consultant Contributor

Paige Fong

Paige is Career Consultant and TRSM Alumni, with talent acquisition experience in the public sector and non-profits. She is passionate about career development, building meaningful relationships, and empowering others to apply their strengths.



Student Contributor

Aazema Chaudhry

Aazema is a 5th Year Economics co-op student. She has completed co-op work terms at RBC and Fit for Business, and is currently a part-time Project Coordinator at the BCH.