

# CAREER COUNSELLING AND RELATED RESOURCES

## LOOKING FOR A JOB OR INTERNSHIP? START BY DOING YOUR PREP WORK!

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1. Reading up on the various companies in your field.
2. Ask yourself: *What are my strengths? What skills do I have? What are my interests?*
3. Contact employers through a variety of approaches, such as applying for posted vacancies, sending speculative applications, networking, etc.
4. Build a list of employers you'd like to work for
5. Tailor your résumé and cover letter to the job you're applying for
6. Send applications and then follow up with employers
7. Prepare for interviews!

## NEED HELP? TALK TO AN ADVISOR ONLINE

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### ➤ EXPRESS MEETINGS (30 MINUTES)

Have questions about your job or internship search? Need quick advice from a career counsellor? An express meeting is just what you need. To replace our drop-in service, we now offer 30-minute online sessions to give you the chance to talk with a professional from our team.

#### How to schedule an express meeting?

1. In your Moodle dashboard, go to "RV EXPRESS".
2. Select an available time slot.
3. When it's time for your appointment, go to <https://polymtl.webex.com/meet/stages.emplois>.
  - You'll be admitted to the "lobby," where you can wait until the career counsellor is ready for you.
  - Note that there could be a 5-minute gap between appointments.

*Note: For information on how to use Webex, [click here](#).*

After your express meeting, you may want to schedule a 1-hour meeting with a career counsellor.

### ➤ 1-HOUR MEETINGS

Longer meetings give you time for an in-depth conversation about opportunities in your field, different career options and how to look for an internship or job. You may want to book a 1-hour meeting right away, even if you plan on requesting an express meeting first. If you no longer need the 1-hour meeting, you can always cancel it.

- To book your first meeting with us:
  - Write to [stages.emplois@polymtl.ca](mailto:stages.emplois@polymtl.ca)
- If you've already met with a career counsellor:
  - Write to them directly to request another meeting.

## WAITING FOR A SCHEDULED MEETING? GET A HEAD START!

### THERE ARE A NUMBER OF DIFFERENT RESOURCES YOU CAN CHECK OUT

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#### ➤ OPTIONAL WORKSHOPS OR CAREER MANAGEMENT WEBINARS (OFFER VARIES BY SESSION)

Think strategically! Attend all available workshops. They're a good way to get started on your search for a job or internship. And the information you gain will help you make the most of your time when you meet with a career counsellor.

Career counselling workshops can help you get a better understanding of the recruitment process that most companies use. You'll also learn great strategies for finding a job or internship. This includes how to analyze employers' needs and do an in-depth analysis of your own application.

“**Job or internship search strategies**” and “**How to be successful in job interviews**” are online workshops open to undergraduate and graduate students. They are offered in the daytime or evening, in French or English. To sign up, write to [stages.emplois@polymtl.ca](mailto:stages.emplois@polymtl.ca).

To see the complete schedule:

<https://www.polymtl.ca/calendrier/en>

#### ➤ KEY RESOURCES ON OUR WEBSITE

Check out [Career Compass](#), a 5-step tool to help you find a job during the pandemic.

Helpful information is also available on our website, in the [Stages](#) and [Gestion de carrière](#) sections. You'll find the answers to many of your questions as well as **helpful checklists in French and English**:

- Comment gérer le stress d'une recherche de stage en période de pandémie COVID-19?
- Ressources utiles en gestion de carrière
- Le CV
- La lettre de présentation
- L'entrevue
- Les candidatures spontanées
- Auto-analyse de ma candidature
- Optimisez vos journées carrières virtuelles
- LinkedIn 101 et 102
- Développer ses compétences linguistiques
- Le contrat de travail
- La transition études - marché du travail
- Le discours d'ascenseur - Elevator pitch
- *Looking for an internship during the COVID-19 pandemic? Here's how to keep stress at bay.*
- *Career Counselling and Related Resources*
- *Résumés*
- *Cover Letters*
- *Job Interviews*
- *Self-Analysis of My Application*
- *Career Fair Tips*
- *LinkedIn 101 and 102*
- *Elevator Pitch*

#### ➤ POWERPOINT PRESENTATIONS AND OTHER DOCUMENTS FOR MANDATORY WORKSHOPS

If you took a mandatory workshop—for example, on finding an internship or résumé writing—during your undergraduate studies, you may want to review the materials, which are still available on Moodle or Polyfolio. Check them out before meeting with a career counsellor. You might find the answers to some of your questions!

#### ➤ BI-WEEKLY NEWSLETTER

Stay up-to-date with our weekly newsletter. It includes lots of information on how to find a job or internship.