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

1. Read 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. Use a variety of approaches for contacting employers (e.g., apply for posted vacancies, send speculative applications, network)
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

Scheduled meetings (1 hour)
Get the answers to all your questions about how to look for a job or internship, or how to direct or redirect your career. Schedule an appointment as soon as possible, even if you plan on dropping in first. You can always cancel your scheduled meeting if you no longer need it.

- To schedule a first appointment:
  - Contact stages.emplois@polymtl.ca
- If you have already met with an advisor:
  - Write to them directly to request another appointment.

Drop-in meetings (30 minutes)
Drop-in meetings are a good idea if you’d like to meet with a career counsellor quickly to get specific information about your job or internship search. You can sign up in person in Room B-510. First come, first served!

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>SLOTS PER DAY</th>
<th>SCHEDULE</th>
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<tbody>
<tr>
<td>Winter (from early January until end of April)</td>
<td>4</td>
<td>1:15pm / 1:45pm / 2:15pm / 2:45pm</td>
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<tr>
<td>Summer (early June until early August) <strong>NO MEETINGS ON FRIDAYS DURING SUMMER</strong></td>
<td>2</td>
<td>1:30pm / 2:00pm</td>
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<tr>
<td>Fall (1/2) (from mid-August until early October)</td>
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<td>1:30pm / 2:00pm / 2:30pm</td>
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<tr>
<td>Fall (2/2) (mid-October until end of December)</td>
<td>4</td>
<td>1:15pm / 1:45pm / 2:15pm / 2:45pm</td>
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If required, drop-in meetings can be followed up with a scheduled 1-hour meeting. Longer meetings can give the career counsellor the chance to take an in-depth look at your application documents. If you want to stand out from other candidates, take the time to prepare a strong application!
WAITING FOR A SCHEDULED MEETING? GET A HEAD START!

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 COUNSELING WORKSHOPS

Career counseling 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.

We regularly offer the “Job/internship search strategies” and “Successful job interviews” workshops. Sessions are available during the day or evening, and in French or English. They’re open to all undergraduate and graduate students. Advance registration is not required, and there are no prerequisites.

See the complete schedule: https://www.polymtl.ca/calendrier/en

KEY RESOURCES ON OUR WEBSITE

Start by checking our website, in the Stages and Gestion de carrière sections. You’ll find the answers to many of your questions!

http://www.polymtl.ca/stages-et-emplois/

AIDE-MÉMOIRE (ENGLISH AND FRENCH)

French Aide-mémoire:
- Les candidatures spontanées
- Le CV et exemple de CV
- Outil d’auto-analyse de votre candidature
- La lettre de présentation
- L’entrevue
- Optimisez vos Journées Carrières
- Linkedin
- Développer ses compétences linguistiques

English Aide-mémoire:
- Résumés
- Cover letters
- Job interviews
- Self-analysis of my application
- Career Fair tips
- Linkedin

WEEKLY NEWSLETTER (PUBLISHED EVERY MONDAY)

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