

Job Search Guide

Follow these steps using the free online and in person resources found at Burnaby Public Library.

Build Skills	Strongest skills <i>Book: What Colour is My Parachute? 2 minute pitch</i>	
	Ideal Job <i>careercruising.com</i>	
	Jobs in demand right now <i>BC Labour Market Report</i>	
	Skills/Education required <i>careercruising.com</i>	
	Further skills needed <i>LinkedIn Learning</i>	
Research	Who's hiring <i>jobbank.gc.ca, PressReader</i>	
	Their contact information <i>Job posting</i>	
	Ideal company	
	Their contact information	
	If they are not hiring, can I contact them for an informational interview?	
Prepare	Does my cover letter and resume reflect the job description? <i>thebalancecareers.com</i>	
	Can I fill job requirements with volunteer work? <i>govolunteer.ca</i>	
	Can I connect with them on social media?	
	What is the typical salary? <i>BC Salary Survey</i>	
	Do I have answers prepared for job specific interview questions?	
	Do I have questions prepared for interviews? <i>livecareer.com</i>	