

Job Search Guide

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

Build Skills

- **Strongest skills:** _____
Book: *What Colour is My Parachute?* 2 minute pitch
- **Ideal Job:** _____
Digital resource: *Career Cruising*
- **Jobs in demand right now:** _____
Website: *BC Labour Market Report*
- **Skills/Education required:** _____
Digital resource: *Career Cruising*
- **Further skills needed:** _____
Digital resource: *Lynda.com*

Research

- **Who's hiring:** _____
White Pages (JobFreeway.com) / jobbank.gc.ca / PressReader
- **Their contact information:** _____
Job posting
- **Ideal company:** _____
Website: *BC Labour Market Report*
- **Their contact information** _____
Digital resource: *Reference Canada*
- **If they are not hiring, can I contact them for an informational interview?** _____

Prepare

- **Does my cover letter and resume reflect the job description?** _____
Website: *thebalancecareers.com*
- **Can I fill job requirements with volunteer work?** _____
Website: *govolunteer.ca*
- **Can I connect with them on social media?** _____
- **What is the typical salary?** _____
Publication: *BC Salary Survey*
- **Do I have answers prepared for job specific interview questions?** _____
- **Do I have questions prepared for interviews?** _____
Website: *livecareer.com*