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FROM CAMPUS TO CAREER: STRATEGIES FOR SUCCESS IN THE CANADIAN WORKPLACE

November 28, 2024

Brought to you by

International Centre for Students

Career Services

Alumni Services

IMMIGRATION SUPPORT WHILE AT UVIC

- Business students: gsbimmigration@uvic.ca
 - Continuing Studies students: uvcsimmigration@uvic.ca
 - All other students: International Centre for Students (JCC B202d)
or 250 721 6361 or icsinfo@uvic.ca
- ❖ Immigration drop-in hours: Mon – Fri, 1:30pm – 3:30pm.

REQUIRED DOCUMENTS FOR WORKING

Working while studying

- ❖ Study permit work authorization (conditions apply)
- ❖ Co-op work permit
- ❖ Open work permit

Working after graduation

- ❖ [Post-Graduation Work Permit Information Session](#)

Refer to the ICS website – [Working in Canada](#) page for more information

IMMIGRATION RESOURCES AFTER GRADUATION

- BC PNP website
- IRCC website
- Regulated immigration representatives (service for fees)
- Settlement agencies across Canada (*when you are on work permits)
 - ❖ Inter-Cultural Association of Greater Victoria (ICA)
 - ❖ Victoria Immigrant and Refugee Centre (VIRCS)

From Campus to Career

Strategies for Success in the Canadian Workplace



Darcie Gabruck (MA), Career Educator and
Kerry Vaughan, (MA), Career Educator
UVic Co-operative Education Program and Career Services



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Agenda

- Job Search Tips and Strategies
- Resumes and Cover Letters
- Networking – In person and Online
- Canadian Workplace Culture (Fitting In)



Tips for a Successful Job Search

•What most job seekers do

- Send in a resume and wait for employers to hire them
- Focus on volume; apply for as many jobs as possible
- Use the same resume and cover letter for every posting

•What successful job seekers do

- Start networking before they apply for a job
- Tailor each and every application
- Focus on quality vs quantity
- Follow up to get feedback



Top Tip #1

- **Think like an employer**

- Focus on what the employer wants and needs
- Talk about the value you bring

- **Tailor your application *every* time!**

- Focus on relevant skills and competencies
- Customize to convey how you meet the qualifications
- Reflect the language of the job posting
- Include the most relevant information first



Tip #2 – Start with the Job Posting

Job Title: Administrative Assistant

Location: Victoria, BC

Employment Type: Full-time / Part-time

Salary: Competitive, based on experience

Start Date: ASAP

About Us:

We are a dynamic and growing organization based in beautiful Victoria, BC. We pride ourselves on fostering a collaborative and positive work environment where every team member plays a vital role in our success. We are currently looking for a motivated **Administrative Assistant** to join our team and support our day-to-day operations.

Responsibilities:

- Provide administrative support to management and other departments
- Manage and organize schedules, appointments, and meetings
- Handle correspondence, emails, and phone calls
- Prepare and edit documents, reports, and presentations
- Maintain filing systems, databases, and records
- Assist with office supply management and ordering
- Greet and assist visitors and clients in a professional manner
- Perform general office duties as required



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Job Posting Part 2

Qualifications:

- Proven experience as an Administrative Assistant or similar role
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent organizational and multitasking skills
- Strong attention to detail and accuracy
- Ability to work independently and prioritize tasks effectively
- Strong written and verbal communication skills
- A positive attitude and a willingness to take on new challenges

Preferred Qualifications:

- Experience with office management software (e.g., MS Office, Google Workspace)
- Knowledge of office procedures and systems
- Post-secondary education in business, administration, or related field
- Previous experience working in a fast-paced office environment

Benefits:

- Competitive salary and performance-based bonuses
- Health and dental benefits
- Opportunities for professional development and growth



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Group Brainstorm

- What skills is the employer looking for in this job posting?
- Type your response in chat



Tip #3 – Craft Your Cover Letter (Candidate A)

Jane Smith

[Email Address] | [Phone Number] | Victoria, BC

[Date]

To Whom It May Concern,

I am writing to express my interest in the Administrative Assistant position. I have experience working in office environments and leading customer service teams, which makes me confident that I can be an asset to your company.

Throughout my career, I have developed strong organizational and communication skills. I have managed teams and supported office operations, which has provided me with a well-rounded skill set that I am excited to bring to your organization. My experience with Microsoft Office and my ability to multitask will ensure that I can meet the demands of the role.

I am eager to contribute to your team and look forward to discussing my qualifications further. Thank you for your time and consideration.

Sincerely,
Jane Smith



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Cover Letter B

John Doe

[Email Address] | [Phone Number] | Victoria, BC

[Date]

Hiring Manager

[Company Name]

Victoria, BC

Dear Hiring Manager,

I am writing to express my interest in the **Administrative Assistant** position at [Company Name], as advertised. With my background in providing administrative support and my passion for fostering organized and efficient office operations, I believe I am a perfect fit for your team.

In my recent role as an Administrative Assistant Intern at XYZ Business Solutions, I had the opportunity to manage executive schedules, organize meetings, and handle document preparation. I successfully improved the document submission process, reducing errors and delays. Additionally, my previous experience as a Team Leader in a fast-paced business environment has honed my multitasking and leadership skills, which I believe would add value to your team.

I am particularly drawn to this opportunity because of your company's commitment to fostering a positive and dynamic work environment. I am confident that my blend of organizational skills, strong attention to detail, and adaptability will allow me to contribute to the continued success of your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications align with your team's needs.

Sincerely,

John Doe



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Group Brainstorm

- Which cover letter is better and why?
- Type your responses in chat



Cover Letter Tips & Recommendations

- Personalize your salutation
- Tailor the opening paragraph to mention the job title and company
- Show your enthusiasm for and interest in the job
- Demonstrate why you are a good fit for the company and the role
- Use examples to demonstrate how your experience aligns with the job description.
- Provide specific examples of relevant skills and experience
 - Ex: managing executive schedules
- Thank the employer
- End with a call to action



Tip # 4 – Know the difference: Resumes and CVs

- **Resumes**

- Most often used in business settings
- Emphasis is on skills and competencies

- **Curriculum Vitae (CV)**

- Used in academic, research, and certain professions including engineering
- Include articles written, publications, etc
- CVs focus on your academic work experience with an emphasis on research and teaching



Tip #5 – Write a Good Resume

- **Tailor your resume every time**
 - Focus on relevant, transferable skills
- **Be brief yet thorough**
 - Use clear and concise language
 - Include enough details to spark the employer's interest
 - Make it easy to read (bullet points; 11-12 font)
 - Keep it short; 1-2 pages in length
- **Use and review action verbs**
 - Be consistent; use active, past tense verbs
 - Check for grammar and spelling mistakes



Professional Profile A

Professional Profile

Motivated business professional with experience in customer service and team leadership. Seeking a position in a fast-paced office environment where I can contribute my skills in administration and management.

Professional Profile B

Professional Profile

Highly organized and detail-oriented Administrative Assistant with 2+ years of experience providing administrative and clerical support in dynamic environments. Skilled in managing schedules, organizing office operations, and supporting leadership teams. Eager to contribute my skills to support day-to-day operations at [Company Name].



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Group Brainstorm

- Which resume would you want to read and why?
- Type your answers in the chat



Tips for Tailoring Your Profile

- Customize your Profile to match the job
- Emphasize relevant skills and experience
- Focus on the skills and experience the employer is seeking
 - Include years/months of experience
 - Summarize your key skills relevant to the job
 - Provide context for how/where you've used these skills



Tip #6 – Describe Your Relevant Work Experience (Candidate A)

Office Clerk

ABC International | Victoria, BC

June 2023 – Present

- Assisted with office operations, including answering phones, managing emails, and organizing documents.
- Supported the office team with data entry, filing, and other administrative tasks.

(Candidate B)

Administrative Assistant (Intern)

XYZ Business Solutions | Victoria, BC

June 2023 – Present

- Provided administrative support to the office manager and leadership team, including managing calendars, scheduling meetings, and coordinating travel arrangements.
- Assisted with document preparation and editing, improving the quality and timeliness of deliverables by 20%.
- Handled customer service inquiries, fostering a professional and welcoming environment for clients and visitors.
- Maintained filing systems, ensuring organized and easily accessible records for all departments.



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Group Brainstorm

- Who would you invite for an interview and why?
- Type your answers in the chat



Tip #7 – Use Accomplishment Statements

- **Use the STAR Principle**
 - Situation, Task, Action(s), Results
- **Provide details**
 - Who, what, where, when, and why
- **Quantify achievements**; use specific examples
 - Example: reduced errors by 20%; ensured customer satisfaction
- **Align experience with the job requirements**
 - Be selective in which skills you choose to describe



Networking Essentials:



Fig 1 Business Networking Concept with Man and Woman Communicating

Keys to Building Career Connections



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CONNECTING PEOPLE

WHY IS NETWORKING IMPORTANT?



NETWORKING CAN HELP YOU:

- hear about "**hidden**" opportunities
- meet a potential employer
- research
- clarify your career direction
- identify barriers and opportunities
- practice



HOW TO FIND PEOPLE TO CONNECT WITH

Online vs. In Person
LinkedIn/Social Media
Webinars/course

Industry Events and
Networking Platforms
Job fairs



EXISTING NETWORK



Online networking etiquette

- Be polite and professional
- Keep messages concise
- Personalize your approach



In-person networking: making the most of events

How do you prep ahead of
time?



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Networking Tips:

Introduce yourself

Shake hands

Speak clearly and
confidently

Be curious

Smile & eye contact

Elevator pitch

Closure



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The elevator pitch:

- Introduction:
- Professional Identity:
- Key Strengths:
- Current Goal:
- Engage:



NETWORKING EVENT SAMPLE QUESTIONS

- How does one enter this field/profession? (Or: How did you enter it?)
- What are typical entry-level job titles?
- What skills or knowledge are important for this work?
- How are the prospects for this work in Victoria (or elsewhere)?
- What are the educational/training requirements?



FOLLOWING UP AND MAINTAINING CONNECTIONS



- Keep the connection warm**
- Use social media to engage**
- Offer help**



FINAL TIPS FOR NETWORKING SUCCESS

- Be genuine
- Be patient
- Be prepared
- Have fun



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LinkedIn

Making the Most of Online Networking



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LinkedIn: What is it?

- Professional social network
 - “Facebook for professionals”
- Place to showcase your skills and experience
- Useful job search platform
- Powerful tool for making connections



LinkedIn – Setting Up Your Profile

☐ **PHOTO:** It doesn't have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don't forget to smile!

☐ **HEADLINE:** Tell people what you're excited about now and the cool things you want to do in the future.

☐ **SUMMARY:** Describe what motivates you, what you're skilled at, and what's next.

☐ **EXPERIENCE:** List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

☐ **ORGANIZATIONS:** Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

The screenshot shows a LinkedIn profile for David Xiao. The header includes the LinkedIn logo, a search bar, and the text "Search for people, jobs, companies, and more...". The profile picture is a headshot of a young man with dark hair. The name "David Xiao" is prominently displayed, followed by the title "Econ Major and Aspiring Financial Analyst" and the location "San Francisco Bay Area | Financial Services". Below this, it lists "Previous" as "Berkeley Ventures" and "Education" as "University of California, Berkeley". There are buttons for "Improve your profile" and "Edit Profile", and a connection count of "153 connections". The background section is titled "Background" and contains a "Summary" with a paragraph about the user's interests in the financial industry and microeconomics. The "Experience" section lists a "Venture Capital Internship" at "Berkeley Ventures" from May 2013 to September 2013, with a description of research conducted. Below this is a video thumbnail titled "INTRODUCTION TO VENTURE CAPITAL". The "Organizations" section lists "Berkeley A Capella" as the "Lead Singer" from March 2012 to the present, with a description of the group's activities.

David Xiao
Econ Major and Aspiring Financial Analyst
San Francisco Bay Area | Financial Services
Previous: Berkeley Ventures
Education: University of California, Berkeley
153 connections
Improve your profile Edit Profile

www.linkedin.com/in/davidxiao/ Contact Info

Background

Summary
I'm a senior at Berkeley, starting to look for roles in the financial industry. As an economics major, I'm fascinated by the invisible forces that shape our world. Why does one company succeed and another fail? Is it possible to predict which idea will be the next big thing?
As such, I've taken lots of microeconomics coursework and have interned with a local venture capital firm. And now I'd like to put that experience to good use, analyzing tomorrow's up-and-coming companies.

Experience

Venture Capital Internship
Berkeley Ventures
May 2013 – September 2013 (5 months) | Berkeley, CA
Conducted research on 20 startup companies and presented my findings to the fund's board, leading to a new \$1.5 million investment.

Organizations

Berkeley A Capella
Lead Singer
March 2012 – Present
Schedule and perform at events for one of Berkeley's oldest a cappella groups, including last year's Cal-Stanford game.



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LinkedIn – Personalize Your Online Presence

☐ **EDUCATION:** Starting with college, list all the educational experiences you've had - including summer programs.

☐ **VOLUNTEER EXPERIENCE & CAUSES:** Even if you weren't paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

☐ **SKILLS & EXPERTISE:** Add at least 5 key skills - and then your connections can endorse you for the things you're best at.

☐ **HONORS & AWARDS:** If you earned a prize in or out of school, don't be shy. Let the world know about it!

☐ **COURSES:** List the classes that show off the skills and interests you're most excited about.

☐ **PROJECTS:** Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.

☐ **RECOMMENDATIONS:** Ask managers, professors, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

Education

University of California, Berkeley
 Economics, B.A.
 2010 - 2014 (expected)

Volunteer Experience & Causes

Big Buddy
 Skyline High School
 September 2012 - May 2013 (3 months) | Education
 Mentored an Oakland High school student through the college application process, helping him get into his dream school.

Skills & Expertise

Most endorsed for...

Economics

Start-ups

Due Diligence

Venture Capital

Management

Honors & Awards

The Achievement Award Program
 UC Berkeley
 Four-year scholarship awarded to community-minded students with a proven track record of academic success.

Courses

University of California, Berkeley

- Microeconomic Theory (Econ 101A)
- International Monetary Economics (180)
- Public Economics (131A)

Projects

Venture Capital Financing in India
 May 2013
 For our International Monetary Economics course, Paul and I decided to study the emerging venture capital industry in India. By looking at data from the World Bank, we were able to understand the challenges and opportunities facing this nascent sector. And we developed a series of recommendations for overcoming these challenges, which we delivered to our professor in a final term paper.

5 team members

David Xiao
Econ Major and Aspiring Financial Anal...

Paul Smith
Student at UC Berkeley

Recommendations

Received (3)

Venture Capital Internship
 Berkeley Ventures

Tim Lee
Partner

David spent the summer with us at Berkeley Ventures and made an immediate impact. He showed us a brand new technique for firm analysis that he had just learned in school and came through with recommendations that opened our eyes to a unique set of opportunities. We don't normally like undergraduate or interns but after working with David, we will agree!

November 13, 2013, Tim manages



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Job Postings



BC Transit

Your best transportation solution!

Urban Transit Services · Victoria, BC · 14K followers · 1K-5K employees



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Create job alert for BC Transit

Create job alert

BC Transit has 2 job openings - find the one for you.


Job title or keyword

Search


Recently posted jobs



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2023
BC's Top Employers



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Your best transportation solution!

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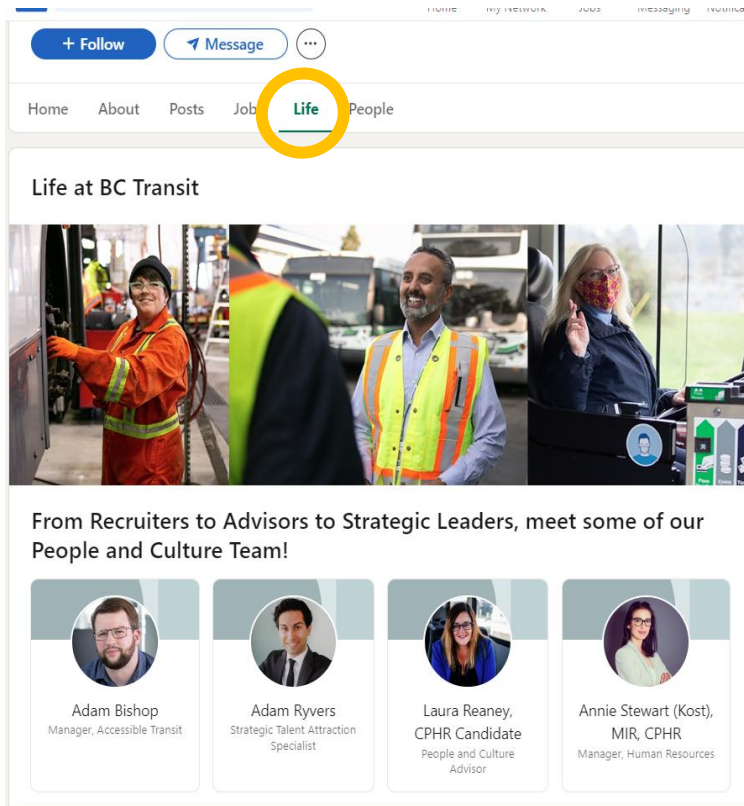
Amy started with BC Transit in February 2010 as a Customer Relations Agent in a casual position. That role quickly became permanent, and Amy remained on the Customer Relations team until in 2013 when she was the successful applicant ...more



Researching Employers


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Networking with Employers




Navigation: Home About Posts Jobs **Life** People


Life at BC Transit




From Recruiters to Advisors to Strategic Leaders, meet some of our People and Culture Team!




Adam Bishop
Manager, Accessible Transit



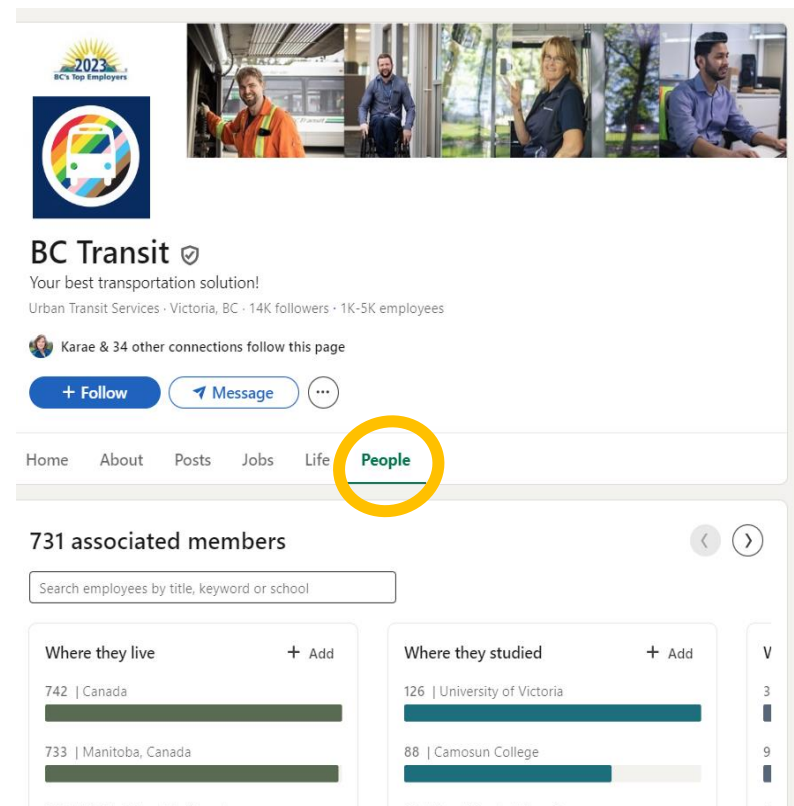
Adam Ryvers
Strategic Talent Attraction Specialist




Laura Reaney,
CPHR Candidate
People and Culture Advisor



Annie Stewart (Kost),
MIR, CPHR
Manager, Human Resources



2023 BC's Top Employers



BC Transit

Your best transportation solution!
Urban Transit Services · Victoria, BC · 14K followers · 1K-5K employees

Karae & 34 other connections follow this page

Navigation: Home About Posts Jobs Life **People**

731 associated members

Search employees by title, keyword or school

Where they live

742 | Canada

733 | Manitoba, Canada

Where they studied

126 | University of Victoria

88 | Camosun College

3

9



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Driven by our curiosity, engagement and innovative spirit to help solve the world's biggest problems.

Higher Education · Victoria, BC · 150K followers · 105K alumni



Michelle & 30 other connections work here

✓ Following

Invite



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Jobs

Alumni

105,152 alumni



Search alumni by title, keyword or company

Start year

1900

End year

2024

Where they work

+ Add

2,579 | University of Victoria

Where they live

+ Add

86,080 | Canada



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Ask to Connect

Add a note to your invitation



5 personalized invitations remaining for this month.

Ex: We know each other from...

0/200

With Premium, you can write longer notes on all your invites, and draft personalized notes with AI writing assistant.



[Retry Premium for CA\\$0](#)

Cancel

Send



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Introduce Yourself

Hello, my name is _____. I am completing my _____ at UVic.

I'm researching organizations in the field of _____. I'd love to learn more about your company and the _____ industry here in Victoria.

(Pause)

Would you be willing to meet with me for 15-20 minutes to answer a few questions I have and to offer some advice on working in the _____ (sector)?



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Follow Up

- Follow up to say thank you for connecting
- Ask to arrange a short meeting
- Invite them for coffee or a Zoom call
- Take responsibility for setting up the meeting
- After the meeting
- Follow up to thank them for their time
- Ask if you can stay in touch
- Follow up; stay in touch



Canadian Workplace Culture



designed by freepik



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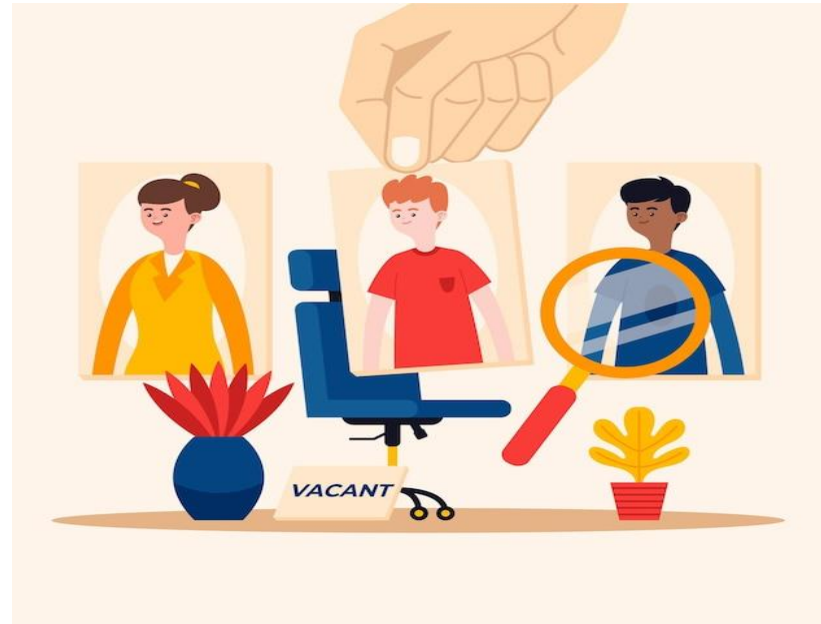
Outline

- Understanding workplace culture
- Workplace etiquette
- Communication styles
- Employer Expectations
- Know your rights and responsibilities
- Overcoming common challenges



Workplace culture and fitting in

Are you a
good fit?



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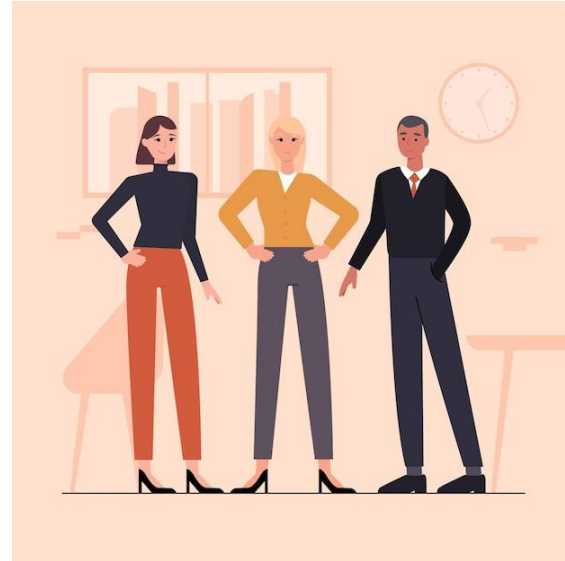
To consider when you start a new job

- Understanding the big picture
- Company policies
- Understanding your role



Workplace Setting

- Dress Code
- Personal care
- Personal space



Communication styles

Do's

- Be open and approachable
- Be clear and concise
- Use polite and inclusive language
- Active listener
- Ask for clarification if unsure

Don'ts

- Avoid interrupting
- Use slang
- Avoid excess “chatting



Meeting Your New Team

Connecting with
co-workers

- Greeting
- Handshake
- Eye contact



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Small Talk in the Workplace

- Common in the Canadian workplace
- Typical topics
- Topics to avoid
- Find the right balance



Know Your Rights

- Right to safe workplace
- Protection against discrimination and harassment
- Minimum wage and overtime rules
- Days off/vacation/sick day



Overcoming common challenges

- Understand employer expectations
- Engaging in continuous learning
- Seek support
- Ask for feedback



Questions?



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Additional Services and Support

Book a 30 minute appointment

- Book online: [Co-op and Career Portal](#)

Drop-in hours (Library 135G)

- Mon & Fri: 1:00 pm to 4:00 pm

Visit our website

- [UVic Career Services](#)



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We'll help you develop a career you love through:

- ✓ Free career workshops
- ✓ One-on-one appointments
- ✓ Work search support & more

Learn more at
uvic.ca/career-services

