Set a Goal: Get SMART!

Specific – Make sure your goal is detailed and specific (ie. get a job is too broad a goal)
Measurable – Apply to 5 jobs a week, meet 3 new people, etc.
Attainable – Is your goal attainable: do you have enough time and resources to achieve it?
Realistic – Make sure your goal is within your ability.
Time- Bound– When will you achieve your goal by?

If you need assistance creating a goal, make an appointment with a peer career advisor at the Bissett Student Success Centre

Research

• Make a list of at least 10 possible employers/companies
• Make a list of targeted job posting sites
• Determine required skills, education, qualifications, and certifications
• Research conferences or industry events
• Research people in field to add to network list

Where to research:

• Internet job and career sites (like career cruising, which all Dalhousie students have free access to)
• Sector magazines/journals
• Professional memberships or associations
• Job fairs
• Volunteering in your industry
• Books and articles
• Informational interviews with a professional in your industry
• Your network

Connect

• Create a LinkedIn account
• Make a network list starting with relatives, friends, classmates and professors
• Conduct an informational interview
• Join a professional association - attend industry events/conferences

Plan & Execute

• Create an Action Plan to organize job search activities on a daily and weekly basis
• Learn how to deconstruct a job posting
• Update/ prepare a resume and cover letter to highlight experiences and skills
• Get your resume and cover letter critiqued by a Peer Advisor
• Secure agreement from 3 people who will serve as references

Get in Touch with the Bissett Student Success Centre
Location: 4th Floor Student Union Building
Gen Inquiries: career.services@dal.ca
Telephone: 902.494.3077
www.dal.ca/studentsuccess