

GET *the* SCOOP

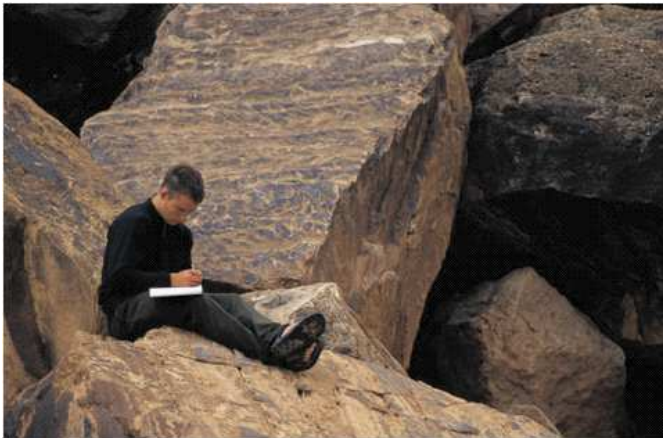
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ARTS & SCIENCE CO-OP MONTHLY STUDENT E-NEWSLETTER

July/August 2009

Are you using the right words?

Using keywords on your resume is your chance to speak directly to what the employer is looking for when hiring. These words will also help when a computer, rather than a person, scans your resume: computers use key words to decide which resumes move forward.



You found a job you are interested in applying for so what do you do next?

Review the job posting and underline the key words that match your skills.

"1+ years exp." "customer service" "research field", "inbound calls", "clients worldwide"... Look carefully: The average job seeker overlooks most of the important words.

Group related skills into categories.

Organize your underlined words into skill lists. For example, if you've underlined "build customer relationships" and "handle customer requests," group those together under a heading like "Account Administration."

Prioritize the skills. Decide which sets of skills are most important to the jobs being advertised.

This is important because you want to emphasize these key skills on your resume, cover letter, and at an interview.

Industry Information

Canadian workforce growing increasingly disloyal toward employer

According to a new study from Ipsos Reid, Canadian employees are becoming less loyal to their employers. Recent findings from Build a Better Workplace, a syndicated poll of 1,128 employees in Canada, reveal 22 per cent of Canadian employees are expressing decreased loyalty to their employer

<http://www.workopolis.com/work.aspx?action=Transfer&View=Content/Common/ArticlesDetailView&articleId=sp20090720File1Article3&lang=EN&articleSource=SpecialEN1>

You Did WHAT?!?!?! - Career Search Killers

<http://www.workopolis.com/campusen.aspx?action=Transfer&View=Content/Campus/ResourceCentre/ResourceCentreView&lang=EN&file=CareerSearchKillers>

Use the top words in a summary statement.

Pick the top skills from each category and use them to write a summary statement that describes your experience and qualifications for the job. Put the statement at the top of your resume or use it in your cover letter. You can also use these words to create your summary of qualifications at the top of your resume. The average person screening resumes spends no more than 30 seconds with each, so don't leave anything to their imagination - Putting your key words right up top makes it easy for them to see how qualified you are for the job.

Use your underlined words on your cover letter and resume. Describe your experience using as many of your underlined words as possible.

You'll be giving them what they want to see.

In this Issue

Survey Finds Canadian Workforce Disloyal pg1

New Extern Program for A & S Co-op Students p2

New Volunteer Board pg2

Increase Your Chances of Finding a Job pg3



CO-OP NEWS

We are renovating.

The Co-op Office is currently under renovation. These renovations started last week and will continue until the end of August. Note that different offices are being worked on each week. We are still working and accessible.

Announcing Trying on Hats

A new job shadowing program for first year students in Arts & Science Co-op. Students are paired with a senior co-op student and job shadows them at their current work term for ½ a day, 1 day or up to a maximum of 5 days. This program will take place twice a year, in February and during the summer semester – July/August. For more information visit www.utsc.utoronto.ca/artscoop/tryingonhats.htm

Calling students in Humanities and Computer & Mathematical Science disciplines

We are still seeking Mentors from these program areas. For more information and to download an application form, visit <http://www.utsc.utoronto.ca/~askcoop/students/mentors.htm>

Check out our NEW Volunteer Board - 4th Floor Hwing

Volunteering is a great way to gain experience and exposure. We will be posting Volunteer opportunities, primarily for 1st and 2nd year students, however students from any year may apply. Opportunities will be posted in the shadow box between H411 and H411A.

Shutterbug Contest Closes on August 14

There is still time to submit your photo entries – see below for more details.



University of Toronto Scarborough
Arts & Science Co-op Programs present

Co-op shutterbug

- a digital photo contest -

ENTER TO WIN ONE OF THREE PRIZES:

Stills/Your World of Work Category:

\$50 Gift Card to the UofT Bookstore

Action Shot/Events Category:

\$50 University Meal Plan Card

Landscape/Scenery Category:

\$50 Tim Horton's Gift Card

All prizes must be accepted as awarded, and are not convertible to cash.

- contest closes on August 14, 2009 -

Questions? email jairam@utsc.utoronto.ca

How Do I Enter?

Complete the Co-op Shutterbug Entry Survey Form via the INTRANET. Log in and click on Survey tool. - Select the Co-op Shutterbug Digital Photo Contest.

There are three categories of entry

1. **Stills/World of Work:** Photos submitted in this category can be pictures of your work place, pictures of people at work, pictures of you working, pictures that depict a profession, organization or work environment.
2. **Action Shots/Events:** Pictures entered into this category can be those taken at events or performances, pictures capturing an occasion, or something important for your organization
3. **Landscape/Scenery:** Photos entered into this category can be of the city or location where you are working.

Who Can Enter?

This contest runs each semester and students on a work term during this period are eligible to participate.

Entries will be judged based on the following criteria:

Quality of Photograph, Creativity and uniqueness of photo, reason for submission and clarity of descriptions will also be considered. Only fully completed entry forms will be considered.





Frequently Asked Questions

Q: It is almost the end of July and I have not secured a work term, what can I do to increase my chances of finding a job for the Fall?

A: The best action you can take is to apply to more jobs! If you have been selective in the types of positions you have been applying to, you should re-evaluate your criteria (re-evaluating aspects such as pay rate, job tasks and geography). If you have been solely relying on ENCORE to source job opportunities, you should be starting an independent job search now. Remember, an active job search means that you have applied to either 25 jobs or 20% of the positions posted to your program, whichever is less. To this point in the cycle, the number of jobs posted to our program areas are as follow:

Cell and Molecular Biology: 31
Neuroscience: 34
Psychology: 33
Computer Science: 100
Social Sciences: 26
Arts Management/Humanities: 25
Biochemistry: 29
Environmental Science: 23

Log on to the Intranet for more details on these hot jobs:

- July 27 – Co-op Student - Health Canada
- July 28 – Junior Policy Analyst - Transport Canada
- July 29 - Social Services Assistant – Country of Simcoe

VOLUNTEER - PROPS INTERN - Canadian Stage Company deadline July 31st
Position starts August 5 - December 4. Two days a week. For more details visit the employment section of the company website.



1. Submit your Work Term Report by September 18 to Nancy Bradshaw.
2. Students on Work Term who have not received a call or email from the co-op office to schedule their mid-term site visit, please contact your coordinator immediately.
3. We are seeking a few senior students to assist with Orientation activities on September 16. We would like students to be on hand to answer questions new students might have. If you are available and would like to help, please contact jairam@utsc.utoronto.ca.
4. If you haven't already done so, register for courses.



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Get the scoop is published monthly by the Arts & Science Co-op Office

Submit content ideas, questions or feedback to jairam@utsc.utoronto.ca