

JANUARY 2025 | VOL 8

AURORA

UNBC Career Centre Newsletter

"Aurora" captures the essence of inspiration and new beginnings, mirroring a student's journey in career exploration. This name reflects the Career Centre's mission to illuminate diverse career possibilities and guide students towards a bright, successful future.

Resume and Cover Letter Best Practices

Your resume and cover letter are your ticket to landing an interview. At the Career Centre, we recognize the crucial role these documents play in your job search journey. Here are essential tips and common pitfalls to avoid as you craft your resume and cover letter.

- **Tailoring is Key:** Each job application should have a customized resume and cover letter. Review the job description carefully and tailor your documents to highlight the skills and experiences that align with the role.
- **Be Concise and Relevant:** Your resume should be no longer than two pages. Focus on relevance by listing your experiences and skills that are most applicable to the job.
- **Quantify Achievements:** Whenever possible, quantify your achievements with numbers, percentages, or specific milestones.
- **Format Effectively:** Use a clean, professional layout with consistent formatting. Make sure your resume is easy to read by using bullet points, adequate spacing, and a standard font.
- **Proofread:** Typos and grammatical errors can make a negative impression on potential employers. Proofread your documents multiple times, and consider having someone else review them to catch any mistakes you might have overlooked.
- **Write a Strong Opening for Your Cover Letter:** Your cover letter should grab the reader's attention right from the opening paragraph. Be clear about the position you are applying for and why you are a strong candidate. Make it personal and engaging to encourage the reader to look at your resume.

The Career Centre offers a wealth of resources to help you craft the perfect resume and cover letter. Explore a variety of tools and guides at [UNBC Career Prep Tools](#) to enhance your application materials. Or, if you need personalized assistance, you can book a one-on-one session with a Career Ambassador. Schedule your appointment here: [Book a 1:1 Session](#).

Keep an eye out for upcoming drop-ins coming soon!

EVENTS

Advisors in the Wild

Friday, Jan 9 | 10:00 am - 11:30 am
Location: Corner of Student Services Street
Wednesday, Jan 15 | 1:00 pm - 2:30 pm
Location: Bentley Centre

Careers in Health, Education and Social Services

Thursday, Jan 21 | 4:30pm - 7:00 pm
Location: Charles J Mccaffray Hall Atrium

Careers with your Arts Degree

Wednesday, Jan 29 | 4:30pm - 7:00pm
Location: Charles J Mccaffray Hall Atrium

Student Photo Day - Professional Headshots with D.Rigo

Tuesday, Feb 4 | 10:00am - 2:00pm
Location: T & L Building Atrium (Building 10)

Careers in Economics and Business

Monday, Feb 10 | 4:30pm - 7:00pm
Location: Charles J Mccaffray Hall Atrium

Discover Your Tourism Career in the Yukon

Tuesday, Feb 11 | 1:00pm - 2:00pm
Location: 5-158, Online

Northworks Career Fair

Tuesday, March 4 | 10:00am - 3:00pm
Location: Winter Garden & Student Service Street



learn more
and register for
events here
unbc.ca/events





Upcoming Career Fairs and Networking Events

UNBC's Career Centre is excited to host a series of career-related events designed to connect students with industry professionals, provide valuable networking opportunities, and help you prepare for your future career. Here's a rundown of what's coming up:

Jan 21st Careers in Health, Education, and Social Services

Explore diverse career paths in health, education, and social services and meet professionals from these fields.

[More Info & Registration.](#)

Jan 29th Careers with Your Arts Degree: Don't miss this chance to discover how to leverage your arts degree in various professional arenas. [More Info & Registration.](#)

Feb 4th Student Photo Day for Professional Headshots: Update your professional presence with a new headshot by D. Rigo, perfect for your LinkedIn profile and other professional platforms. [More Info & Registration.](#)

Feb 10th Careers in Economics and Business: Gain insights into career opportunities in economics and business and network with key industry players. [More Info & Registration.](#)

Feb 11th Discover Your Tourism Career in Yukon: Learn about exciting tourism career opportunities in the Yukon and what it takes to succeed in this dynamic field. [More Info & Registration.](#)

March 4th Northworks Career Fair: Our largest career event of the year, the Northworks Career Fair, is an excellent opportunity for students from all disciplines to connect with potential employers and learn about various career paths. [More Info & Registration.](#)

Additionally, mark your calendars for two special themed nights:

- **Careers in Science and Tech Night** at the end of February. This event will focus on the latest trends and opportunities in the science and technology sectors.
- **Entrepreneurship Night** in early March, where you can learn from successful entrepreneurs and explore what it takes to start and sustain a new business venture.

We encourage all students to participate in these events to gain insights, develop contacts, and prepare effectively for your future careers. Each event is an opportunity to learn and showcase your skills and aspirations to potential employers. Be sure to register early and come prepared to engage with industry leaders and peers alike!

EMPLOYER HIGHLIGHT

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

Kickstart your career in transportation and explore BC with the Ministry of Transportation and Infrastructure (MOTI)

At MOTI's upcoming information session you will have a chance to learn about the variety of roles and opportunities available to you. With jobs in many areas there is sure to be something for you!

An exciting opportunity is the Transportation Entry Level Program (TELP) recruits recent graduates and provides training to build you up and be successful in a career with MOTI.

Are you an Engineering student? MOTI has an Engineer in Training (EIT) program that you may want to check out! Build your knowledge, confidence, and competence as you establish your career!

All of this and more can be discovered when you visit with the Ministry of Transportation and Infrastructure on campus in February!

Keep an eye on the February newsletter, the Career Centre [LinkedIn](#), and [webpages](#) for more information about this upcoming information session.

