



# So, you're looking for a summer job?

## What

Having a job objective is helpful - having some idea of the type of work you want to do will help you to be more effective and efficient in your work search. If you don't know what you want, you should probably start by doing some career planning.

## Why

Knowing what you want to get out of your summer work experience is also important. It can affect the job objective you set, as well as the types of employers and work situations you are willing to consider. Many students get a summer job to earn money. However, you must also consider other benefits. First, you can gain valuable work experience and develop skills that you can market to future employers. Second, you can develop your network of contacts. Finally, if you find summer work in a field you want to pursue on graduation, you can gain a better understanding of the field and whether or not it suits your interests, values, skills and needs.

## How

Many employers use CaPS to advertise positions they want to fill, including summer positions. You can access our job postings on our website ([www.ualberta.ca/caps](http://www.ualberta.ca/caps)). You can also connect with employers offering summer employment by attending the CaPS Summer Job Fair on February 1, 2007 from 10:00 a.m. to 4:00 p.m. in the Butterdome.

## When

Now! It is never too early to begin looking for summer employment.

Start your career planning by attending the workshop, "Career Decision Making Strategies" on March 7. Visit CaPS (2-100, SUB) to register.

Learn tips for planning your summer vocation! Attend a free seminar on March 2 at 12:05 at CaPS (2-100, SUB). No pre-registration is required, just drop in!

Learn how to write a resume that will get noticed by employers. Attend a workshop.  
 For students in Science, Engineering and related disciplines - **January 29**  
 For students in Education - **February 7**  
 For students in Arts, Business and related disciplines - **February 8**  
 Pre-register at CaPS (2-100 SUB).

Visit the CaPS website before attending the Summer Job Fair for a complete list of all the employers who are going to be there: [www.ualberta.ca/caps](http://www.ualberta.ca/caps).

Learn how to prepare effectively for the job interview and answer interview questions. Attend a workshop for students in...  
 Education - **February 3**  
 Science, Engineering and related disciplines - **February 6**  
 Arts, Business and related disciplines - **February 12**  
 Pre-register at CaPS (2-100 SUB).

Attend a CaPS career forum to learn about work in your academic discipline or in specific sectors of the labour market. Here are some upcoming career forums. Visit the CaPS website for more information at: [www.ualberta.ca/caps](http://www.ualberta.ca/caps).

- Marketing**  
Tuesday, January 30
- Nutrition and Food Sciences**  
Wednesday, January 31
- Human Ecology**  
Thursday, February 1
- Economics**  
Tuesday, February 6
- Political Science**  
Wednesday, February 7
- Information Access and Protection of Privacy (IAPP)**  
Thursday, February 8
- Native Studies**  
Tuesday, February 13
- International Development**  
Wednesday, February 28
- Careers in Writing**  
Thursday, March 1
- Non-Profit Sector**  
Tuesday, March 6

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