

How to Find a Job in Canada for International Students

CAREER RESOURCES



Where can I access support to find employment?

Career Development Services is an Algonquin College student support service that provides one-on-one support and online resources to help students and graduates prepare for the workforce.

How can I book an appointment with Career Development Services?

To book an appointment with a Career Advisor:

1. Visit our [Book an Appointment page](#).
2. Choose whether you would like to meet on campus or virtually.
3. Select the time slot that works best for you on MS Bookings.

Appointment slots are published **14 days** in advance. Check back daily for new times. If you have any issues booking an appointment, contact careerservices@algonquincollege.com

What job search services can I access through Career Development Services?

- Career planning and resources
- Targeted résumé and cover letter reviews
- Interview skills and mock interviews
- Job search coaching and strategies
- Labour market information and trends
- LinkedIn profile advising and use
- Access to upcoming events and workshops

What kind of virtual tools and resources can I access through Career Development Services?

Several virtual tools are accessible through Career Development Services website 24/7:

- **HireAC:** A job posting board exclusive to Algonquin College students and graduates.
- **AC Career Platform:** A collection of interactive online modules with information on résumés, cover letters, job search, and interview skills.

How can I find a job?

- On-campus jobs are often posted on HireAC, the Algonquin College Human Resources website, and the Algonquin Students' Association website.
- You can also search by department at Algonquin for online application forms, for example, Student Recruitment and the AC Hub.
- Feel free to approach services directly to ask if they're hiring.

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How can I protect myself from fraudulent jobs?

To ensure your job opportunity is real, research and assess every job posting, company, and employment agency. Here are some guidelines:

- Do not accept a job offer without an interview (in person, virtually, or over the phone).
- Do not provide personal information (SIN, date of birth, driver's licence, health card, or banking information) until an offer of employment is made.
- Do not use your own money to pay suppliers or transfer funds.
- Never accept payment in advance of starting a job or for services not yet completed.
- If something sounds too good to be true, seek advice from a trusted source like a parent, professor, or contact Career Development Services.

What should I do if I suspect an employment scam?

- End all communication with the employer and, if personal information was disclosed, change all your passwords and monitor your accounts.
- If you sent money to a fraudulent employer, contact your bank or credit card company immediately.
- Gather all records of the fraud and contact the police to report it: Ottawa Police Organized Fraud Section and/or RCMP – Reporting Scams and Frauds.

What events can I access through Career Development Services?

Career Development Services offers recruitment events, workshops, career fairs, and networking activities. Check our [Career Workshops and Events Calendar](#) for the latest details.

What do I need to know about updating my résumé to meet Canadian expectations?

- Do not list personal information like nationality, marital status, gender, date of birth, religion, SIN, visa status, or a photo.
- Personalize your résumé to reflect soft skills and accomplishments from paid and unpaid experiences.
- Include relevant international experience and education.
- Emphasize any other languages spoken in addition to English.
- Do not include primary level education; only secondary and post-secondary if relevant.
- Avoid chart formats for education – write out diploma and degree titles.
- Avoid copying a resume from the internet or a friend, or putting false information on a resume. Be truthful.
- Include a customized cover letter, even if not requested.
- Triple-check documents for syntax, grammar, and spelling errors.

For additional résumé tips and a sample template, visit our [Online Resources webpage](#).

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How can I gain Canadian experience?

Gaining Canadian experience shows employers you can acclimate to the local job market and makes you more competitive. Experience can be gained through part-time jobs, summer jobs, volunteering, or joining extracurricular activities on and off campus. This will help you learn about workplace culture, practice language skills, and build Canadian networks.

- To find part-time, full-time, or summer jobs, check out HireAC.
- Visit the Volunteer Centre for available volunteer opportunities in the community.

How do I find out about job prospects for my industry/job area?

Visit [Job Bank](#) for information on job prospects. Check the [Career Development Services](#) website for additional Labour Market Information (LMI) resources.

What do I need to know about the interview process in Canada?

Canadian employers evaluate several factors during the interview process, including body language, attitude, behaviours, communication skills, visual presentation, and the content and articulation of your answers. This may differ from interview experiences in your home country. Here are a few tips:

- Arrive 5-15 minutes early, and respect others' personal space and privacy.
- Practice good hygiene.
- Make eye contact and ask open-ended questions.
- Confidently highlight your strengths and accomplishments.

What do I do if I don't have any Canadian references?

- Use references from your home country if they can communicate in English and are available to be contacted. Providing email addresses may be helpful.
- To gain Canadian references quickly, consider volunteering.