

LAURIER

Career Development Centre

Dear Laurier Graduate:

Thank you for your interest in the Alumni Employment Service -- a personalized service to assist in your job search which provides a link between job seekers and employers. Each year, various organizations searching for qualified candidates contact the Career Centre to advertise more than 1800 immediate job openings.

To participate in the Service, please:

- Complete the online registration form <https://navigator.lauriercc.ca/login/alumni.htm>
- Upload an electronic version of your resumé through My Documents and title it 'AES Resume'. This copy is for administrative reference only and will not be referred to an employer.
- Submit the non-refundable registration fee via electronic payment during the online registration process, by cheque (payee - Wilfrid Laurier University) or cash to my attention for processing

Payment options are as follows: \$35.00 for 3 months, with additional 3 month blocks of service available (up to 12 months) at a cost of \$25.00 per block (includes GST). The selection of additional blocks of service must be made at the time of registration. The registration fee is an administrative fee which contributes to the costs associated with operating the service customized to the individual job search needs of Laurier alumni.

It is strongly recommended that you have your resumé critiqued by a Career Centre staff member and attend the "Searching for Jobs" Workshop. If you are unable to do so, "What Color Is Your Parachute?" by Richard Bolles and "The Very Quick Job Search" by J. Michael Farr are excellent job search guides and are available in the Career Centre, at your local library or any bookstore.

Also, the following websites may assist you in preparing for an informed job search:

www.jobsetc.ca, www.wlu.ca/career, www.wetfeet.com.

Also, find us online for interactive discussions, tips and resources on jobs and careers:

<http://www.linkedin.com> (Group: Laurier Career Centre)

<http://twitter.com/careerchatter>

<http://careerchatter.wordpress.com/>

The Career Centre is open Monday to Friday from 8:30 a.m. - 4:30 p.m. and Tuesdays from 8:30 a.m. - 7 p.m. As a graduate of Laurier, you continue to be eligible to use services offered by our department. Included below is a link to our website to provide you with further information and resources that may be of interest to you. <http://www.lauriercc.ca/career/alumni/overview.htm>

Finally, it is very important that you keep us informed of changes in information we have on file about you, particularly with regard to contact details and employment status.

Please feel free to contact me at 519.884.0710 ext. 4478, ckoebel@wlu.ca or meet with me when you have completed your registration package. I look forward to assisting you in your job search!

Connie Koebel
Employment Specialist
Career Development Centre
75 University Avenue West
Waterloo, ON N2L 3C5

Alumni Employment Service Instruction Sheet

Please complete the Registration Form carefully, following these instructions:

Item 1

Present Employment Status

If you are currently employed (part-time or full-time), fill in the requested information.

Item 2

Contract Positions

Postings for contract positions are received regularly. If you are interested, indicate the length of contract you would consider. If you receive a contract position and you request that your file be put on hold, please notify the Employment Specialist to discuss your options with the Service.

Item 3

Salary

This section is only to be filled out if you have a minimum requirement. Please note, however, that employers do not always release a salary range to us and that salaries are sometimes negotiable.

Item 4

Education

Please include information on all degrees and diplomas, whether previously obtained or currently in progress. Include information on all certificates and professional designations as well.

Item 8

Career Choices

Please check as many of the choices that are appropriate. If you are uncertain of your career direction and require assistance in making your choices, please book an appointment with a Career Consultant in the Career Centre.

Item 10

Additional Comments

Include details about current volunteer work, as well as any information about hobbies or activities that you feel make a useful contribution to your file.

It is essential that your resumé and cover letter be tailored to the position you are applying to and that the documents do not contain spelling or grammatical errors. Please take the time to review your application material prior to submission. If you would like to have your resumé and/or cover letter critiqued, contact 519.884.0710 ext. 4495 to arrange an appointment with a Career Consultant. Please review your email as often as possible to remain informed of job notices. If you are contacted from this office or from an employer, it is imperative that you return the call.