



LYNX

Aboriginal Student Career and Employment Program

Volume 2 Issue 3

Spring/Summer 2010

For best results, update your résumé

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LYNX Post-Secondary Partners

First Nations University of Canada
 Southern Alberta Institute of Technology Polytechnic
 University of Alberta
 University of British Columbia
 University of Calgary
 University of Manitoba
 University of Northern BC
 University of Regina
 University of Saskatchewan
 University of Winnipeg
 More LYNX partners soon.

When applying for work, your first impression is created by your résumé. OptimalResume (see Page 3) can help you build your résumé and here are a few tips for updating your existing one.

- Add the transferable skills and knowledge you gained in your classes this past year such as: research, writing, time management, working to a deadline, working as a team member (group work), leadership and many more...
- Ensure all of your contact information is current. Have you moved recently? Changed your cell phone number? Changed email providers?

- Use a business-like email address on your résumé. Don't use email addresses using nicknames or your dating status.
- Put the important stuff first. On average, a résumé for a posted job is reviewed for only 30 to 90 seconds before a human resources person decides to keep it for further consideration or not. i.e. If you are applying for an accounting position, your relevant accounting courses and experience should be in the top half of Page One of your résumé.

- Create a plain text version of your résumé for electronic applications. Use a simple format. Do not use bullets or apostrophes. These are often converted to weird text.
- Use spell check, grammar check and another reliable pair of eyes. Have a friend or instructor examine your résumé for errors and appearance.
- Need more help? Your post-secondary Career Services office can review your résumé and help you with your job search.

"Win an iPod" contest winners to be announced soon!

The deadline for the "Win an iPod" contest was May 15th.

Winners will be contacted by e-mail and announced soon.

To be eligible for the contest entrants needed to Register with LYNX and attach their résumé to their LYNX account.

Still haven't attached your résumé to your account? See Page 3 for the easy instructions.

Do it today!

Be ready to apply for summer jobs and internships. Many have very short application periods.



LYNX Spring 2010 Visit to UBC Vancouver



Register & Find a Job

LYNX website is a powerful job search tool

Looking for a summer job or internship? Not sure where to start? The LYNX website at www.aboriginallynx.ca is a powerful job search tool.

You can:

- Access the LYNX online job board and all postings received by the LYNX Aboriginal Student Career and Employment Program for full-time, internship, summer and co-op positions.
- Receive information and announcements regarding the LYNX Program,

employer presentations and recruiting events in your Aboriginal Student Centre.

- Access company profile and contact information on LYNX Sponsors and their recruiters.
- Build a quality résumé and practice job interview skills with the Optimal-Resume tool.
- Store your résumés, cover letters and thank you letters in your LYNX account.

- Be ready to apply to LYNX and outside job postings as soon as you find them.
- Keep track of your applications, follow-up calls, emails and job interviews on your LYNX calendar.

Register today with LYNX! Click on the “Register & Find a Job” pawprint at www.aboriginallynx.ca.

Follow the registration instructions and you will have the powerful LYNX job search tool at your fingertips.

“NAAF Scholarship Application Deadlines are in April, May, June and November.”

Free Money is Good

Deadlines for NAAF Scholarships are approaching fast!

The [LYNX website](http://www.aboriginallynx.ca) & [AMMSA](http://www.ammsa.ca) also have Scholarship listings

APPLY TODAY

You deserve it!

NAAF Scholarship deadlines

For Studies in:

- Fine Arts (music, drama, visual, media arts) the deadline is May 1st.
- Oil & Gas Trades & Technology, two deadlines annually, April 30th & November 30th.

For Studies in:

- Business, Science and General Education, including technical studies, the deadline is **June 1st**.
- Health Careers, the deadline is **June 1st**.

For more information and applications visit:

www.naaf.ca

Career Fair—Coming soon to your campus in the Fall!

Your Career Services office and large employers are planning for a Career Fair on your campus in the Fall.

Corporations plan and work six to twelve months in the future. In September and October, they will begin their hiring process for 2011 summer students and new graduates.

Have your résumé ready!

Fall Career Fairs

(announced at publishing time)

University of Saskatchewan—September 15

University of Calgary—September 21

University of Alberta—September 22

UBC Vancouver—September 29 & 30

University of Manitoba—October 7

SAIT—November 17

OPTIMAL RESUME

Cover Letter :: Resume :: Interview Prep

Do you need a resume but aren't sure where to start? Check out our online resume builder, available at http://aboriginallynx.ca/students/resume_job

Optimal Resume is made for creating resumes. You don't start off with a blank piece of paper. Instead, Optimal Resume offers:

- Built-in content assistance to walk you through each step of resume writing
- Instructions and examples for each resume, like "Experience," "Activities," and "Skills"
- Easy-to-use style templates that you can apply in one click.

Click on the blue Optimal-Resume button on the LYNX home page at: www.aboriginallynx.ca

Follow the instructions, and you can be resume building in minutes.

A quality résumé is your best first impression on a prospective employer.

Attach your résumé to your LYNX Account

Now that you have built a terrific résumé, attach it to your LYNX account.

1. [Sign-in at www.aboriginallynx.ca](http://www.aboriginallynx.ca).
2. Click on documents.
3. Click on Add New.
4. Browse to find your résumé
5. Click on Submit.
6. Your résumé is uploaded and you are ready to apply for jobs!

Practice your job interviewing skills on OptimalResume

Wondering what questions you will be asked in your next job interview?

Nervous about looking nervous?

OptimalResume allows you to search popular and common job interview questions, explains what the interviewer is looking for and suggests optimal answers.

If you have a webcam, you can video yourself responding to questions and practice until you feel confident. Walk into your next job interview feeling prepared, practice with OptimalResume.

“the Aboriginal population is the fastest growing and youngest in Canada.”

Your next new employee will be Aboriginal

Young, educated Aboriginal people are the emerging workforce that will pick up the slack for the greying, retiring Baby Boom.

According to the [2006 Census](#), the Aboriginal population is the fastest growing and youngest in Canada. The median age for the Aboriginal populations is 27 years as compared to 40 years in the Canadian main-stream population.

The birth rate for Aboriginal people is twice that of the general populations.

The 2006 Census projects that by 2017, there will be a **40% increase** in Aboriginal people aged 20-29 entering the labour force.

Forward thinking employers know that hiring young, educated, ambitious workers today, will produce loyal, productive company leaders in the future.



www.aboriginallynx.ca

The LYNX Program
The Native Centre, University of Calgary
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Calgary AB T2N 1N4



LYNX Spring 2010 Visit to University of Regina

LYNX PROGRAM OBJECTIVES:

1. To offer a high quality employment program that will provide 'links' between the employment sector and Aboriginal post-secondary students early on and throughout their academic careers
2. To ensure a smooth transition of the ever increasing population of Aboriginal people from post-secondary to employment
3. To offer an interactive web-based service that can easily connect Aboriginal students to employment opportunities and vice versa.



LYNX Sponsors are partners with the Aboriginal Community

LYNX PROGRAM SPONSORS

Alberta Health Services
BMO
BP Canada
Encana
Halliburton
Schlumberger
Shell Canada
Suncor Energy
TransCanada Pipeline Ltd

Sponsors are featured in LYNX publications and on the LYNX website.

LYNX Sponsors recognize the dynamic and growing Aboriginal workforce.

By sponsoring the LYNX Aboriginal Career and Employment Program they:

- Target job postings to Aboriginal students and graduates from a variety of programs at our many partner post-secondary institutions.
- Recruit Aboriginal employees, increase their corporate profiles in the Aboriginal post-secondary community and advance diversity in their workplace.

- Have a company representative sit on the LYNX Sponsor Advisory Committee to provide guidance and feedback to the LYNX Program.
- Receive relevant Aboriginal and Post-secondary information and the Annual LYNX Report.

For LYNX sponsorship information,
Contact: LYNX Program Manager
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