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## Information for New Students

You may be ready for university, but might not know what to major in, nor what career to eventually choose. On the other hand, you may know exactly where you want to work in the future, but may not necessarily know how to get there. As a new student, the most valuable things you can do to help with career planning are:

### Visit the career centre – CaPS

Visit CaPS, ideally in your first year, and make use of the many services and resources we offer. Here is just a sampling of what CaPS can help you do:

- Choose your major and career direction
- Explore career options and set career goals
- Identify your skills, interests, and values
- Review your C.V. and cover letters
- Discover student employment opportunities
- Match you with alumni mentors
- Connect you with prospective employers
- Develop a job-search or graduate school plan
- Prepare for job or graduate school interviews

To learn more about CaPS programs and services, visit <https://www.mcgill.ca/caps/students/services>

### Write a C.V.

Writing a C.V. can be a "reality test" and can help you identify areas that require improvement. We suggest that you get sample C.V.s and writing tips from CaPS' CV How-to-Guides:

[https://www.mcgill.ca/caps/files/caps/guide\\_cv.pdf](https://www.mcgill.ca/caps/files/caps/guide_cv.pdf)

### Actively explore career options

Introduce yourself to people who have careers/jobs that are of interest. Contact people in your personal and professional networks for information on summer jobs. Find opportunities to "shadow" with someone in the workplace to increase awareness of interesting career fields. Also, attend any career fairs and career speaker panels to learn about career options and opportunities.

### Get involved

Get involved, to explore your interests and develop transferable skills through volunteering, internships, extracurricular activities, student employment and experiential learning programs.

#### Internships

Internship is a pre-professional work term that provides students an opportunity to gain experience in a particular field. Most faculties at McGill offer internship, practicum or field studies.

#### Summer and on-campus jobs

On-campus, part-time and summer jobs are great ways to help students gain some work experience and finance themselves throughout their studies. For Quebec residents, federal and provincial governments offer many student programs to help students gain work experience in their field of study. For all students, many McGill departments hire students throughout the year (e.g. Athletics, Bookstore).

#### Volunteering and Extracurricular

Volunteering is another great way to explore new interests, learn and develop useful and marketable skills, meet new people in your field, gain experience, give back to your communities, and have a great time. To discover opportunities, events and organizations at McGill: <https://involvement.mcgill.ca/>

#### Experiential learning programs at McGill

McGill offers numerous experiential learning opportunities for students to gain experience through a variety of learning opportunities - Take a class, join a club, do an internship, find research experience, go on exchange and more. To discover opportunities, visit: <https://www.mcgill.ca/el/mcgill>

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## Featured Career Development Resources

### Career development workshops

Throughout the academic year, workshops are offered on many topics, including interviewing, C.V. writing and networking. They are designed to increase students' employability and to be job search savvy.

[https://www.mcgill.ca/caps/channels\\_item/2](https://www.mcgill.ca/caps/channels_item/2)

### Industry Insiders

Industry Insiders are workshops led by representatives outside McGill University who discuss their industry and market trends, affiliated companies, and the current job market.

[Recorded Episodes - Industry Insiders](#)

### Asynchronous Recorded Workshops

Students can browse through CaPS' online streaming service to access recordings of past workshops. CaPS' online job search series offers key insights and advice on topics ranging from CVs and cover letters, to networking, and much more.

[Recorded Episodes - Online Job Search Series](#)

### Career Skills Training Videos

Career experts have identified 8 career skills that will make students more competitive in the job market. Watch these videos to learn the basics.

<https://www.mcgill.ca/onboardingcentral/careerskills>

### Building & Supporting Student Leadership

CaPS is committed providing all students with opportunities to Lead through Learning. Whether students are in first year or nearing graduation, there are a number of exciting student leadership skills development programs available.

<https://www.mcgill.ca/leadership/>  
<https://www.mcgill.ca/caps/students/services/clp>

Follow us and be in the know through Facebook, LinkedIn, Twitter and Instagram. Check out our monthly newsletter sent directly to your email.



### myFuture – Job search and career tool

This is the McGill CaPS' job search and career tool suite that students can log on for an extensive listing of jobs and internships, register for career events and view employer profiles. <https://caps.myfuture.mcgill.ca/>

### On-Campus, summer and student jobs

This website lists links to on-campus job opportunities, student programs, and part-time work databases.

<http://www.mcgill.ca/caps/students/job/summer>

### Career fairs and campus recruitment

Career fairs are organized throughout the year in partnership with student associations, and provide excellent opportunities for students to meet company representatives from a variety of industries.

<https://mcgill.ca/caps/students/services/careerfairs>

### Individual Advising & Drop-ins

Students can book career advising appointment virtually and/or in-person. Same day advising drop-in times are also available for quick questions.

<https://www.mcgill.ca/caps/contact>

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### McGill mentor program

This program is designed to connect McGill students with McGill alumni, allowing them the opportunity to gain valuable advice for career development.

<https://www.mcgill.ca/caps/students/services/mentor>

### Online job databases and tools

Job databases and career tools to find job and internship opportunities.

- Vault Career Intelligence: industry profiles.
- InterviewStream: Interviewing practice platform.
- Bridge: World music opportunities and funding.

For a list of databases:

<https://mcgill.ca/caps/students/resource-centre/database>

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