

# Student Readiness Package



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TECHNATION<sup>CA</sup>

CAREER  
READY ▾  
PROGRAM



# CAREER READY Program Overview

Here's what you need to know about  
TECHNATION's Career Ready Program!

## 01

**We want to help you get ready for the workforce before you graduate.**

The Career Ready Program wants to get you work experience faster and easier through Work Integrated Learning (WIL) & LaunchPad. We'll help you land a paid internship so you can learn on the job, gather first-hand experience, and make some sweet industry connections.

## 02

**We want to make it easier for employers to hire you.**

We take away one of the barriers for employers trying to recruit new hires – cost. Through wage subsidies, we cover 50% – 70% of your wages, making hiring you a smart and cost-effective option.

## 03

**We help you get noticed by employers.**

Stick the Career Ready Badge on your resume to let employers know that hiring you will save them time and money.

## 04

**We make it easy.**

The process standing between you and your dream job is easier than you might think. Almost as easy as checking out this video to learn how!



# JOB SEARCH

# Tips & Tricks

## Find the right job

Know what you're looking for – but keep an open mind.  
Use job alerts. Be the first in line and don't miss an opportunity.  
Take chances. Don't hesitate to apply.



## Attract their attention

Sell yourself. Be bold. Cast a wide net. Build your network.



## Prep like a pro

Make a list of interview questions, and practice answering them to a friend, mirror, your parents – basically anyone who will listen.

Make a good first impression. Check out these [Zoom interview tips](#) from Indeed.

Do your research. Read their web page, check the news for mentions, and see what you can learn about workplace culture.



## Use your secret weapon

Don't forget – we're in your corner. Let potential employers know that TECHNATION's Career Ready Program can provide **50% – 70% of your pay** in wage subsidies.



## Follow-up

Send a follow-up email – [here's a guide to follow from Indeed](#), but don't be afraid to put your own spin on it. Let your personality shine through!

Send a note. Depending on the organization, sending a real-life thank-you note can set you apart from other candidates.



## Close the deal

Get all the facts. This is your chance to double-check work conditions, wages, benefits and perks. Make sure you're valued.

Be your own advocate. You're a rock star, make sure they know it too!

# A Step-by-Step Guide to Writing Your Next Cover Letter



## 1 A strong intro

This is your chance to let them know why they should choose YOU over the other candidates. Let them know who you are, the position you're applying for, and why you are the candidate that can get the job done.

## 2 Sell yourself

Let them know all the other reasons you are perfect for the job. If you're looking for a template to follow, we suggest looking through the job requirements and checking them off one-by-one. Match the skills you have to the skills they want.

## 3 Use your secret weapon

Ok, so maybe it's not so secret, but the fact that you can save them money through TECHNATION's Career Ready Program can help you land the job. Let them know how much of your salary can be covered and how easy it is to apply. Check out the cover letter template below for an example of how to bring up the topic.

## 4 Let them know you care

Let them know why you want to work for them. Create a connection and show them why choosing you is a good idea, and that they'll be picking a committed employee who is ready to put in the time and effort required. Don't be afraid to use a bit of flattery, but keep it honest.

## 5 Make it look as great as it sounds

Make your resume and cover letter match the job you're applying for. If the job is in a creative field, consider adding some design elements. If not, keep it simple and use a font that is easy to read.

[Take a look at our cover letter sample →](#)

# Your Full Name

Your phone number  
Your email  
Your address  
Your website or social handles (if applicable)

## COMPANY CONTACT

Company Name  
Company Address  
Company Contact Info

Dear [Future Employer],

Take the first paragraph to state the job you're applying for and the main reason why you are their ideal candidate. Cut to the chase and don't be shy about your strengths.

This paragraph should outline your hard skills and credentials. Be sure to back up each skill with where you learned it and why it will be useful if they hire you. For example, don't just tell them what you studied, tell them the specific skills you learned and how you would apply them in the workplace. Mentioning your degree is also the perfect time to bring up the fact that you are eligible to have your wage subsidized through TECHNATION's Career Ready Program. Not sure how to bring it up? Try this:

"I am currently studying [insert field of study] at [insert academic institution], which makes me eligible to have [either 50% or 70% subsidy, check here to know which] of my pay covered in wage subsidies through TECHNATION's Career Ready Program."

This is where you can list your soft skills. Skills that may not be obvious requirements but will make you stand out as their future employee. Are you a performer? That means you're probably good at public speaking and making connections. Do you volunteer? If so, what skills has that taught you?

This is your chance to shine the spotlight on your potential future employer. Tell them why you are excited to be the newest member of their team. Draw from your likes, interests, and hobbies to make a connection. Let them know you have a reason to succeed if they hire you. Make sure to thank them for the opportunity to apply.

Sincerely,

*you*



1 Intro Paragraph

2 The Middle: Part One

3 The Secret Weapon

4 The Middle: Part Two

5 The Grand Finale

6 Click the Career Ready Badge to Download



# And, that's a wrap!

**We hope these resources help you find your dream work placement. Now, it's time for you to go out there, apply for jobs, and get Career Ready.**

**Oh, and don't forget to have fun!**

## Questions?

Visit us online [technationcanada.ca/careerready](https://technationcanada.ca/careerready) and check out our FAQs, or reach out to [careerready@technationcanada.ca](mailto:careerready@technationcanada.ca)