



Pandemic Checklist for Careers

Plan Your Career – Find career paths that are of interest to you, using sites such as Sheridan's [Idea Generator](#), [Career Cruising](#), and the [Career Planning Micro-Course](#).

Research the Labour Market – Review essential and other skills, as well as future job prospects and approximate wages. Helpful sites are [Working in Peel/Halton](#), the Government of Canada's [Job Bank](#), and U.S.A.'s [O*NET Online](#).

Explore Sheridan's Co-Curricular Records (CCR) and Volunteer Opportunities – Increase your skill set by helping others. Current students, view Sheridan's [CCR webpage](#) for more information. Alumni could view volunteer opportunities at [Volunteer MBC](#), [CharityVillage](#) and [Idealist](#).

Create/Update Your Resume and Cover Letter – Have your resume and cover letter ready before applying to jobs. Helpful resources are the Career Centre's [Resume & Cover Letter webpage](#), [Optimal Resume](#) (includes samples by program), and the library's [Career Lib Guides](#) (on Resumes and Cover Letters).

Practice Your Interview Skills – Be prepared for a phone or video interview! [Optimal Resume](#) has a section for Interview Preparation. Check out the library's [Lib Guide \(for Interviews\)](#). Sheridan's Employment Consultants also help you with [interview prep](#) and mock interviews by appointment.

Learn/Use LinkedIn – Take this time to work on your LinkedIn profile. Create or update your profile with projects that you've done. Connect with others and endorse their skills. Join and participate in groups. [LinkedIn's Help Page](#) has a lot of information to help you with your profile.

Attend Sheridan's Career Events – During the pandemic, we are virtually-offering a variety of career workshops and employer info sessions. View events on our [Twitter](#) feed, [Facebook](#) page, and the [Career Centre Events page](#) to register and participate.

Upgrade Your Skills – Learn a skill or improve on one, especially if it is required or helpful for your career. You could take free courses through Sheridan's library link for [LinkedIn Learning](#) and [Coursera](#).

Build Connections by Networking – Now is a great time to connect with classmates, colleagues, and employers in your field! Use [LinkedIn](#) to start building your connections. Alumni could also network with former Sheridan classmates through [Sheridan Connect](#).

Prepare for Job Search – Research the [Scott's Business Directory](#) for companies you are interested in. Consider [gig jobs](#) and [research companies who operate remotely](#) during the pandemic. Apply to current job postings through [jobs.sheridan](#) (for students and alumni) and create job alerts to help organize your job search. An Employment Consultant could also assist with your [job search](#) by appointment.

Get Help from the Career Centre Team – Sheridan's team of [Career Counsellors](#) and [Employment Consultants](#) help students and alumni with your career questions and provide individual assistance virtually, at no cost to you. To book an appointment, email us at: careercentre@sheridancollege.ca