



UNIVERSITY OF
CALGARY

ELEVATE YOUR FUTURE

GRADUATE STUDENT CAREER MANAGEMENT PROGRAM

Want to make sure you're ready to transition into a great career after grad school?

With the **Elevate Your Future** program, you'll gain core competencies in self-management, career exploration and planning.



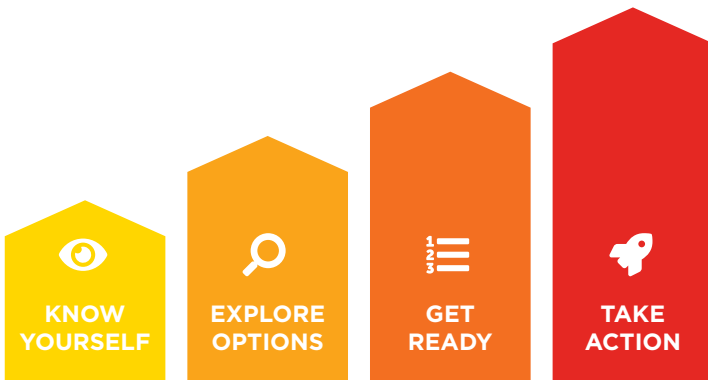
Need help taking the next step in your career? **Elevate Your Future** is a career management program offered by Career Services for graduate students. You can participate at any time, based on your needs and preferences.

You can receive an optional letter of completion if you complete at least ten activities within two years. See back page for more details.

ATTEND WORKSHOPS

These sessions, led by Career Services' career development specialists, will help develop your professional and personal competencies and give you a head start on your career. They're grouped according to important milestones of your career development.

Register for workshops at careerlink.ucalgary.ca.



Taking the wheel: Managing and owning your career development

Understand and apply the career management framework, engage in self-reflection to know and describe yourself better, and create a development plan for life-long career management and success.

Strength stories: How to explore, maximize and communicate your top five strengths

Explore your top five strengths in relation to your own experiences, practice talking about your strengths and apply them to build strong team dynamics.



Researching and refining your career options

Learn how to employ research to generate a list of real career options and use effective career decision-making strategies to narrow the list to your best fit options.



The world outside of graduate school: Job search strategies for non-academic careers

Apply practical, proactive strategies and resources to conduct an effective job search, uncover hidden job opportunities and stand out in the candidate pool.



Resumes and cover letters for non-academic careers

Increase your chances of getting an interview by turning your academic CV into a targeted resume, creating an impactful cover letter and properly responding to a job posting.



The academic track: Job search and professional documents

Get tangible and comprehensive tips to navigate the academic job search process and construct effective professional documents, including CVs, cover letters, and teaching, research and diversity statements.



Your social media brand: LinkedIn, Twitter and beyond

Use social media platforms to enhance your professional online presence and develop a plan to connect with influential people within your desired career field.



Interview 101: Strategies and best practices for hiring situations

Understand the hiring process, learn strategies to answer common questions and negotiate your salary.



Interview strategies for academic careers

Effectively prepare for an academic interview, practice discussing your skills confidently in hiring situations and learn how to navigate negotiation.



Professional networking skills for graduate students

Learn what networking really is and how to best leverage your personality style when talking with others. Develop a personalized pitch and learn strategies for initiating and following up with contacts.



Unwritten rules: Understanding business culture and career transitions

Effectively navigate business culture through appropriate professional communication, conflict management and workplace interpersonal relationships.



Building career resilience in a changing world

Understand your motivators, create a future vision of your career and learn strategies to develop a growth mindset.

ARE YOU AN INDIGENOUS STUDENT?

There are workshops and events that are tailored specifically to Indigenous students throughout the year. Connect with **Sarah Jackknife** to learn more: sarah.jackknife@ucalgary.ca or 403.210.9625.

ARE YOU AN INTERNATIONAL STUDENT?

Use these workshops to help fulfill your program requirements. Topics are tailored to your needs as an international student.



Culture, identity and navigating career choices

Explore career choices as an international student, share your experiences, gain from the experiences of others, foster a discussion, and create support. Presented in collaboration with Student Wellness Services.



How to gain valuable Canadian experience and find a job in Canada

Explore options for gaining Canadian experience and learn about job search engines and innovative ways of searching for a job.



What to do after you graduate

Learn how to effectively make decisions and career plans for after graduation. Identify what to consider if returning to your home country or staying in Canada (Permanent Residency). Presented in collaboration with International Student Services.



Working in Canada: Resumes, interviews & work permits

An overview of the Canadian application process, including documents needed to apply for jobs, interviews and work permits. A regulated Canadian Immigration Consultant will also be present. Presented in collaboration with International Student Services.

**Recommended for all international students planning to work in Canada*



How to prepare for a Canadian career fair as an international student

Learn what a career fair is and why it is important in Canada. Understand how to prepare, which companies to target and what to do during and after a career fair.



How to write a Canadian resume and cover letter

Learn resume and cover letter structure, how to write accomplishment statements, how to analyze a job description and target your application documents when applying to jobs in Canada.



Canadian interviews and how to prepare for one

Get the information you need to prepare and succeed in a Canadian interview! You will learn what to do before, during and after the interview.



Canadian workplace culture and your career success in Canada

Understand and adjust to the unwritten rules at work in Canada, how your cultural background influences your actions, as well as strategies to integrate into the Canadian workplace.



Connecting with other people in Canada (networking)

Learn what networking is, why it is important, how to use LinkedIn and how to maintain professional relationships.

MEET WITH A CAREER DEVELOPMENT SPECIALIST

Our team can help you navigate your career journey. Book a one-on-one appointment with a specialist to complete personal assessments, get your resume or cover letter reviewed, explore additional education options or even prepare for an interview.

Schedule your next appointment at careerlink.ucalgary.ca.

Matthew Geddes

Master's students

Liliana Gonzalez

International students

Sarah Jacknife

Indigenous students

Stephanie Warner

PhD students



PARTICIPATE IN OTHER CAREER SERVICES EVENTS

Attend one of our annual career fairs, an employer networking event, a “Careers In...” panel and more. All of our events are designed to build your professional skills and give you face-to-face networking opportunities with employers.

Head to careerlink.ucalgary.ca to get started.

ELEVATE YOUR FUTURE

To receive a letter of program completion from Career Services, complete at least ten activities (approx. 20 hours) from the following categories within 2 years.

Attend workshops. Select at least one workshop from each category: Know Yourself, Explore Options, Get Ready, Take Action and Personal Effectiveness.

Note: international students must attend “Working in Canada: Resumes, interviews and work permits.”

- 1 Taking the Wheel (mandatory) _____ Date _____
- 2 _____ Date _____
- 3 _____ Date _____
- 4 _____ Date _____
- 5 _____ Date _____

Meet with a career development specialist at least once.

- 6 _____ Date _____

Have a career conversation (information interview) with a professional or mentor. To connect with UCalgary alumni mentors, visit mentorlink.ucalgary.ca.

- 7 _____ Date _____

Participate in other Career Services events. Choose anything in the CareerLink calendar, like an employer networking session, a “Careers In...” panel, or a career fair. You can also include extra workshops you’ve attended.

- 8 _____ Date _____
- 9 _____ Date _____
- 10 _____ Date _____

Scan your completed list and email it to csstdnt@ucalgary.ca with the subject line, “Elevate Your Future — Graduate” to receive your letter of completion.

Attended extra events? Use a second copy of this page to keep track of everything.



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Career Services

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