

How to Get a Job

Build your connections. Explain your value. Show your work.

Junior Williams · A practical guide for working life · Canada edition · 10 October 2026



Looking for work can take a lot out of you. You spend time on applications, wait for replies, and try to work out what to change. Put that effort into a clear plan.

This guide works through five parts of that effort: connections, communication, skills, certifications, and education. It includes messages you can adapt, a first-month plan, four worksheets, and an AI check-in routine to help you follow through.

Start with the part that needs attention

“it's not steps, it's an approach.”

Junior Williams

Work on these five parts together. Use conversations to identify skill gaps and practise explaining your experience. Acting on advice gives you something useful to bring back to the next conversation. Your qualifications show what you have studied or qualified to do; your examples show how you apply it.

Start where you need attention and keep the other parts moving. Start with any licence or qualification required to enter your field.

Part of the search	The question to answer	Useful evidence
01 Connections	Who knows what I can do and what I want next?	A specific conversation or introduction
02 Communication	Can someone quickly understand my fit?	A clear résumé and relevant interview examples
03 Skills	Can I do the work?	A project, result, work sample, or reference
04 Certifications	Does this credential matter for the role?	Current postings and the issuer's requirements
05 Education	What learning or formal qualification is needed?	Employer requirements and, where relevant, regulator guidance

Choose where to begin

If work is urgent, focus on roles you can do now while building towards your longer-term goal. If you are changing fields or returning to work, identify experience you can carry forward. If you are new to Canada, check local requirements and service eligibility early.

Try one action, record what happens and adjust around your responsibilities and access needs.

[Connections](#) · [Communication](#) · [Interviews and offers](#) · [Skills](#) · [Certifications](#) · [Education](#) · [First month](#) · [Worksheets](#) · [Use AI to stay on track](#) · [Sources](#)

Build your network around the work you want

Use introductions to help employers understand your experience and to learn about the work. Build networking and industry events into your search. [1]

Start with people who know your work: colleagues, managers, classmates and community contacts. Then choose a target role, employer and location or work arrangement, and work outward.

01 YOUR TARGET EMPLOYER

People doing the role · relevant manager · recruiter



02 COMPARABLE EMPLOYERS

The same role · another team's expectations



03 OTHER SECTORS

Where the role exists · how your skills transfer

Start with practitioners, relevant managers and recruiters at your target employer. Expand to the same role at comparable employers, then other sectors. Use this order to focus your effort.

Try it: Choose three employers. Find relevant practitioners, managers and recruiters for each. Prepare one specific question before reaching out. Ask about someone's responsibility if you are unsure.

Give someone a question they can answer

Read enough about the person to explain why you are contacting them. Use their name correctly. Say what work you are pursuing, what you have already tried and what you would value their perspective on.

A résumé attachment on its own leaves the person to work out what you need. Offer to share it when it would help answer your question.

Message you can adapt

“Hi [name], I saw your work on [specific topic]. I'm pursuing [role] and have been building experience through [brief, accurate example]. Could I ask what you look for in someone joining this kind of team? A short reply would be helpful, or a brief call if that suits you.”

Ask what the role involves, what a new hire needs to do well, or what you could learn or demonstrate. Keep the request small enough to answer.



A useful conversation starts with a specific question and enough time to listen.

Ask people whose perspective would help

“don't just talk to or ask to talk to people that you think would be friendly to you, right?”

Junior Williams

Someone's seniority or serious profile does not tell you whether they are willing to help. Make a respectful request and let them decide. Ask mentors about decisions, tradeoffs and expectations in the work. Ask permission before naming someone as a mentor or referral, and agree on what you may say.

Make it easier to stay in touch

“The point is that you should be following up with everyone.”

Junior Williams

When someone accepts your connection request, acknowledge it. Refer to why you reached out and offer a small opening for a conversation. You still need to learn about each other.

After connecting

“Thanks for connecting, [name]. I reached out because [specific reason]. I'm working towards [role]. If you have a moment, I'd value your perspective on [one question].”

After acting on advice

“You suggested I get more practice with [skill]. I completed [specific piece of work] and learned [one useful point]. Thank you for pointing me in that direction.”

Use reusable wording to save time. Check the name, context and request before sending. Record anything you promised. Respect a decline and leave room for someone not to reply. If someone offers an introduction, give them a short description they can forward.

Find places where people discuss the work

Look at professional associations, local events, alumni groups and online communities. At an event, aim for one or two conversations you can follow up on. Join online discussions when travel, cost, access or time makes an event difficult.

If you are new to Canada, the government's service finder includes a “Working in Canada” filter. Check eligibility and confirm services with the provider. Quebec has its own route, linked from the finder. [4]

Make your LinkedIn profile understandable

Use an accurate headline that identifies your work or target role. For example: “Customer support professional | English and French | Seeking team lead roles.” Explain your contribution in Experience, include a work sample you can share, and keep dates and credentials consistent with your résumé. Choose a level of activity you can sustain.

Make your experience easy to understand

Connect your experience to the work the employer needs. Job Bank recommends concise, tailored résumés with honest accomplishments, generally limited to two pages. Follow specific application instructions when they differ. [2]

Build one strong master résumé

Keep a master résumé with your experience, projects, education, and credentials. Select relevant material for each application. Put the strongest evidence first and use the employer's terminology where it accurately fits.

Include your name, email, phone number, and city or region. Leave out photos, age, marital status, and your Social Insurance Number, consistent with Job Bank guidance. [2]

Use standard headings and a simple layout. Follow the requested file format, check that text can be copied, and review any fields the application system fills automatically.

Describe what you contributed

Explain your contribution, beyond the duties of the role.

Illustrative résumé bullet

“Handled customer escalations for a nine-person support team and introduced a shared follow-up log so unresolved cases were visible at shift handover.”

Use numbers you can support. Otherwise, describe scope or results plainly. Keep your actual job titles and explain relevant responsibilities in the description.

Test the first impression

Ask someone to read the résumé for thirty seconds and identify your target role and strongest evidence. Ask what was clear and what needs work.

Write a cover letter when it is useful or requested

Use three short paragraphs: why this role, your strongest relevant examples, and a direct closing. Include something specific about the employer. A letter is not required for every application; follow the posting. [1]

Check names, dates, links, and attachments. If AI helps you draft, verify every statement and keep only what you can explain honestly.

Practise speaking before the interview

“So your communication skills, you only gain from communicating.”

Junior Williams

Explain a project to someone outside your field. Ask a professional about their work. Volunteer to give a short update in a group where you can get useful feedback.

“Guess what? I hate public speaking.”

Junior Williams

Choose a manageable speaking opportunity while you still feel nervous. Keep the commitment small enough to prepare for and complete.

When I started teaching, I read from my slide notes. As I became more familiar with the material, I could look at the slide and talk about it. That gave me room to respond to questions and explain connections as they came up.

“Like, I could just look at the slide and just talk.”

Junior Williams

A ten-minute practice session

1. **Two minutes:** Read a short passage aloud at a comfortable volume. Listen for rushed words and unclear endings.
2. **Two minutes:** Explain a relevant project using brief notes.
3. **Three minutes:** Ask a listener what they understood and invite one follow-up question. If alone, record and listen back. Identify one change.
4. **Two minutes:** Repeat the answer with that change.
5. **One minute:** Record what improved and what to practise next.

Focus on being understandable, responsive and interested. Use a pace and manner that feel natural. Practise with the equipment and any accommodations you expect to use. A chatbot can ask follow-up questions and help review an answer; a person can also tell you how the conversation feels.

Prepare for the conversation

Prepare examples of a problem solved, a disagreement handled, a mistake corrected, an improvement, learning, and teamwork. Draw on relevant employment, study, or volunteering.

Explain the situation, what you did, and the result or lesson. Distinguish your contribution from the team's. Job Bank recommends preparing specific, relevant accomplishments. [1]

Use the ten-minute practice routine and the interview review worksheet. Prepare prompts for the problem, your contribution, the result and its relevance, then practise follow-up questions.

Ask questions that help you decide

- What would you want the person in this role to accomplish in the first six months?
- What is the biggest challenge the team is working through?
- How are priorities set when several things are urgent?
- What are the next steps and expected timing?

Ask about compensation early enough to establish whether the role is workable. Ask for the budgeted range during the recruiter screen. Discuss the full package as the process develops.

Follow up and keep your search moving

Send a brief thank-you that confirms your interest. Check in politely if a stated decision date passes, and continue other applications.

Consider the offer as a whole

Compare Job Bank wage reports with the posting and other evidence. Check the data period and occupation match. Use regional figures to ground the conversation. [3]

Offer conversation you can adapt

“Thank you. I'm interested in the role. Based on the responsibilities and the range I've researched, I was hoping for a base salary closer to [amount]. Is there flexibility?”

Discuss salary, hours, vacation, work location and training. Ask which parts of the package are flexible. Review the written terms before accepting.

Show what you can do

Start with an inventory of work you have actually done. For each skill, record a project, result, work sample, or person who can speak to it. If your evidence is limited, make that the next thing to build.

Separate the skills directly required for your target role from skills that transfer. Look for transferable experience in scheduling staff, dealing with suppliers, calming an upset customer and training a colleague. Explain the connection rather than expecting the reader to make it.

Use postings to focus your effort

Collect around ten recent postings for similar roles in your target location. Note repeated skills, required credentials, and education. Distinguish “required” from “preferred.” Prioritise recurring requirements and record mandatory licences and safety qualifications separately.

Choose one gap you can work on now. Try the tool's documentation, a relevant free course, or your library's current learning resources before paying. Check access and availability locally.

Finish a small piece of work

Build something you can explain: a spreadsheet, a writing sample, a small application, a training outline, or a short account of a process you improved. Describe the problem, your approach, and what the result shows. Label practice work clearly.



A work sample gives you something concrete to discuss. Explain what you contributed and how you checked the result.

Use public or synthetic data for practice projects. Get permission before sharing an employer's work, and remove confidential information. Use a private walkthrough for work you have permission to discuss but cannot publish.

After a practice project, explain what worked, what did not and how you checked the result. If AI helped, make clear what it did and what you personally understand and verified. Ask references in advance and share their details when requested.

Check the value before you pay

Course certificates, professional certifications, and licences serve different purposes. Check what each demonstrates and who recognises it. Confirm regulated-work requirements with the relevant regulator. [5]

For other roles, check current postings and ask hiring managers. Choose a certification that addresses a requirement for the work you want.

Answer these questions in writing

- **Demand:** Which relevant employers or regulators ask for it?
- **Eligibility:** What prerequisites, experience, and assessments apply?
- **Full cost:** Include training, materials, exam, possible retake, tax, membership, and renewal.
- **Time:** What study schedule and deadline can you maintain?
- **Maintenance:** Does it expire or require continuing education?
- **Alternatives:** Would another credential, assessment, or experience satisfy the requirement?

Check the issuer's requirements and prices, employer recognition, and written cancellation and refund terms before paying.

Make a study plan you can maintain

Set a target date after checking readiness and rescheduling rules. Study regularly, practise applying the material, and use authorised practice questions and the issuer's outline. Avoid leaked exams or impersonation services.

Track what you can explain or perform. Allow for revision and a possible retake. Keep applying while you study.

List your status accurately

Use the full credential name, issuing body, and current status. Include expiry where it matters. If you are studying, say so without presenting yourself as certified. Only use a protected title or formal candidate designation when you are entitled to use it.

Decision to make

“This credential addresses a documented requirement for the roles I want, and I can explain its cost, prerequisites, and maintenance.” If you cannot say that yet, keep researching before buying.

Choose education for a clear purpose

“You could be educated and not learn shit. You could be well-learned and not educated.”

Junior Williams

Choose education that builds skills, meets a requirement or gives you access to relevant projects and placements. For each requirement, ask: Have I studied it? Can I demonstrate it? Do I hold a qualification the employer or regulator requires? Identify the gap before choosing another course.

Distinguish “required,” “preferred,” and “or equivalent experience.” Ask about flexibility when needed. Check regulatory requirements separately. [5]

If you studied outside Canada

Start by checking whether the occupation is regulated in the province or territory where you intend to work. The federal credential-recognition page links to a tool for finding that information and the relevant regulator. Contact the regulator about its process before paying for an assessment or additional training. [5]

For a professional licence, follow the regulator's application process. For a credential assessment, ask the receiving organisation which report it accepts for your purpose: immigration, admission, employment or licensing.

For non-regulated work, ask whether the employer needs an assessment. Confirm the purpose before paying for another report.

Compare programs on the same basis

- **Requirement:** Will it meet the employer's or regulator's stated need?
- **Cost:** Include fees, materials, travel, care and income you may give up.
- **Practice:** Check the curriculum, assessments and relevant tools.
- **Placements:** Are they guaranteed, competitive, paid or student-arranged?
- **Outcomes:** How are graduate employment figures measured, and do the jobs relate to the program?
- **Fit:** Compare the schedule with your circumstances and check funding eligibility.

Ask graduates and employers about the program. Plan how it will produce evidence you can explain: a project, placement contribution or work sample. If you already have the necessary education, focus on a specific remaining gap.

Your first week and first month

“And then over time, that's why consistency pays off.”

Junior Williams

Adapt this routine to your circumstances and available roles. Include realistic short-term options if work is urgent.

Week one: establish a starting point

- Choose one or two role types and a workable location or work arrangement.
- Collect around ten relevant postings and identify recurring requirements.
- Map three employers and relevant people; prepare specific questions.
- Tailor your résumé to a real posting and ask someone to review it.
- Set up the four worksheets with your chatbot.
- Submit an application you can stand behind and set a weekly review time.

Weeks two to four: repeat a manageable routine

Each week, have a useful conversation, practise two interview answers, make progress on a small work sample and follow up with a relevant update. Continue applying for suitable roles. Adjust the workload to the time you have.

Record what you learned, what you completed and what you can now explain more clearly. Track conversations and advice acted on separately from connection counts. Choose one adjustment from the evidence.

Use the response to decide what to change

- **Few openings:** Review role scope, location, adjacent work and market conditions.
- **No interviews:** Check requirements, résumé clarity, application completeness and demand.
- **Interviews without offers:** Use the interview review sheet. Separate direct feedback from your interpretation.
- **Exhaustion:** Adjust volume, rest, support and the routine itself.

Review patterns across your search. Use direct feedback and your tracker to choose the next adjustment.

Give this PDF to your chatbot

I recommend using AI to keep these worksheets up to date. Give this PDF to your chatbot of choice and ask it to turn the guide into a practical plan and four trackers. If it cannot read PDFs, paste the relevant sections or use the web edition.

After a conversation, application or practice session, give it a short update. Ask it to record what happened, distinguish facts from guesses and suggest one next action. You can dictate an update if your tool supports it.

Start with this prompt

Use the attached How to Get a Job guide to help me run my job search. Start by asking about my target roles, location or work arrangement, experience, available time and urgent constraints. Ask a few questions at a time and wait for my answers.

Build four trackers: contacts and follow-through, skills and evidence, applications, and interview practice. Use the guide's worksheet fields. Leave unknowns blank or mark them "unknown." Separate direct feedback from my interpretation. Never invent experience, contacts, application outcomes or completed actions.

Help me choose a realistic weekly plan. When I give you an update, show the changed entries, anything overdue and one useful next step. Draft messages or practise interview questions when I ask. Ask before sending messages, applying, booking anything or changing an external system.

At each weekly review, summarize progress and obstacles, ask what needs adjusting, and give me an updated copy of all four trackers as tables or CSV that I can save.

Keep a copy you control

Save the updated tables in your own document or spreadsheet and bring the latest copy to the next chat. Bring the latest trackers to each session and put follow-up dates in your calendar or reminder app.

Use initials or role labels where possible. Leave out identity documents, passwords, private employer material and other people's sensitive information. Check the tool's privacy settings before sharing personal details. Review its updates and mark actions complete after you have done them.

Contacts and follow-through

Use one copy per contact or ask your chatbot to maintain these fields as a table. Begin with the target work and a useful question. Keep identifying details in a private copy.

Target employer / role:

Person or initials / connection to the work:

Question I want to ask:

Last contact / what actually happened:

Advice received:

Action I agreed to take / due date:

Action completed / evidence:

Useful update to share / appropriate follow-up date:

AI update: Tell your chatbot what happened and ask it to update only the affected fields. Check that advice, promises and completed work remain distinct. Ask permission before naming someone as a referral.

Skills and evidence

Use one copy per skill or ask your chatbot to keep a row for each requirement. Use learning, working or strong to describe your level, then explain the evidence.

Target role / skill or requirement:

Current level / what I can explain:

What I can demonstrate / evidence location:

What I personally contributed:

Where my evidence is still weak:

Small project / intended result:

How I will check the result:

Next action / completion date:

AI update: Ask your chatbot to compare your evidence with a supplied job posting and identify gaps. Verify its interpretation. Label practice projects and AI assistance accurately; keep confidential work private.

Application tracker

Use one copy per application or maintain the fields in a spreadsheet with AI assistance.
Keep the posting and the application version you actually sent.

Company / role / posting reference:

Date applied / résumé version:

Contact / referral permission:

Stage reached / current status:

Employer's stated timeline:

Direct feedback / source:

My interpretation / what remains unknown:

Next action / follow-up date:

AI update: Paste a short factual update and ask your chatbot to change the relevant row.
Use “awaiting reply” when the outcome is unknown. Never store passwords, identity documents, Social Insurance Numbers or banking details in the tracker.

Interview review and practice

Choose one recent interview answer. Write down what you remember before deciding what went wrong. Use one copy per answer or keep these fields in your chatbot-assisted tracker.

Question asked / role:

What I said:

What I personally did or decided:

Result or evidence I gave:

How I connected it to this role:

Interviewer's follow-up / direct feedback:

My interpretation / what remains unknown:

One change to practise / next practice date:

AI practice: Ask your chatbot to repeat the question, then ask “Why did you choose that approach?” and “What would you do differently?” Have it identify one strength and one improvement using only your answer. Repeat the answer and save the change. Seek human feedback too.

KEEP THESE HANDY

Useful resources

Use these links to research employers, sharpen your résumé, compare pay and find the right services for your next step.

1. **Job Bank:** [Stand out to employers and land your dream job](#). Put networking, employer research, tailored applications and interview preparation into practice.
2. **Job Bank:** [How to write a good résumé](#). Review your résumé's length, accomplishments, layout and personal details against Canadian hiring guidance.
3. **Job Bank:** [Compare wages](#). Research pay by occupation and location. Use the report's data period and job description to choose a relevant comparison.
4. **Immigration, Refugees and Citizenship Canada:** [Find free newcomer services near you](#). Use the “Working in Canada” filter, check eligibility and contact a provider. Follow the linked Quebec route if you live there.
5. **Employment and Social Development Canada:** [Foreign Credential Recognition](#). Find the regulator and recognition process for your profession or trade in the province or territory where you want to work.

Put the guide to work

Choose your next action, put a date beside it and add it to your tracker. Give this PDF to your chatbot, tell it where you are in your search and use the prompt on the AI page to get started.

At your weekly review, look at what you completed, what you learned and what needs attention. Keep your conversations, applications and practice moving.

Resources reviewed 10 October 2026. Prepared with AI assistance for drafting, illustrations, diagram and layout.

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