

Jobs have moved from the classifieds to the Internet. Here's a list of some of the most useful sites to bookmark when you pound the virtual pavement.

by Susanne Frame

On the hunt

PEO's Employment Advisory Service

<http://www.peo.on.ca>

PEO members have access to a wealth of engineering job postings on the Employment Advisory Service portion of PEO's website. Jobs are categorized by discipline: chemical, civil, electrical, mechanical and composite—positions requiring multidisciplinary skills, like information technology, marketing and project management. New software, soon to be operational, will allow the service to match prospective candidates with top companies.

To enroll in the service, PEO's licensed members and EITs will fill out a form, either online or through the department, to be emailed or mailed job descriptions for positions for which they are qualified.

Human Resources Development Canada's Job Bank

<http://jb-ge.hrdc-drhc.gc.ca>

Here's an electronic employment centre that lists jobs phoned in to Human Resources Development Centres across Canada. You can scan jobs posted within the last 48 hours, or hunt for jobs by city or area in each province.

Electronic Labour Exchange

<http://www.ele-spe.org>

For those who don't want to scroll through countless job ads, Human Resources Development Canada offers a free job-matching service. It works in two ways: Job seekers fill out a checklist that best defines their skills, education and experience, and are matched to prospective employers. Alternatively, those on the hunt can submit their employment profile, which goes into a database. When an employer is looking for a job candidate, the Electronic Labour

Exchange makes a match and sends the profile to the employer.

The Monster Board

<http://www.monster.ca>

Besides daily job postings from all over Canada, this popular site offers other features like the electronic résumé builder, the virtual interview and résumé blunders.

CareerMosaic Canada

<http://www.canada.careermosaic.com>

A one-stop career shop, CareerMosaic Canada posts thousands of jobs from all industries across the country. Its search engine lets visitors sift through jobs by job description, job title, company name, city, province and postal code. Other highlights include company profiles and tips on how to submit a résumé via email.

Canadian Career Page

<http://www.canadiancareers.com>

Along with a job board, this site features noteworthy links to specialized career resources on the Web: aboriginal job sites, aerospace job sites and jobs in the charitable/non-profit sector, to name a few.

Campus WorkLink: National Graduate Register

<http://www.worklinkngr.com>

For those who've survived final exams, this is a good place to start. Over a thousand full-time, part-time, summer and internship opportunities are advertised each month. Users must complete an online résumé, which is then entered into a database that employers can scan.

Resources to work by

Career Development Manual

<http://www.adm.uwaterloo.ca/infocecs/CRC/manual-home.html>

Published by the University of Waterloo's Career Resource Centre, this online guide gives smart advice on résumés, cover letters and interview etiquette. You'll also find self-assessment tests, suggestions for making valuable contacts in the workforce and tips on how to keep the job once you've got it

Strategis

<http://www.strategis.ic.gc.ca>

Another approach to finding work is to research and target a specific company. This well-surfed site from Industry Canada has economic trends, business information by sector, statistics and analysis of the Canadian marketplace, as well as company profiles.

Skills for Change

<http://www.skillsforchange.org>

A service organization for foreign-trained professionals, Skills for Change offers employment preparation, job search and mentoring programs, and information sessions for engineers trained outside of Canada who want to work in Ontario. It also publishes the quarterly newsletter *Breakthroughs*

CareerLab

<http://www.careerlab.com>

Having trouble summarizing your selling points in three succinct paragraphs? Point and click your way to CareerLab, a site with over 200 cover letters for job hunters. Letters range from making a publicity pitch to newspaper editors, to answering classifieds in the career section. There are also tips for effective letter writing to get you in the door for an interview.