

Employment

Resources for Newcomers

Starting your job search is one of the first steps toward settling in. Embrace the challenge confidently, your greatest tools are your skills, experiences, and passion. Begin by researching the job market, exploring opportunities, and building connections with new people.

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Step 1: Preparing for Your Job Search

• Understand the Job Market

- If you arrive with a specific profession or trade, research how your skills fit into the Canadian job market. Vancouver Public Library has more than 150 [employment guides](#) and [industry profiles](#) with information about different professions.
- Familiarize yourself with demand trends in your profession—industries such as healthcare, technology, construction, and education often have unique pathways for internationally trained workers.
- [Start your journey at Work BC](#) and use the Vancouver Public Library [Skilled Immigration Info Centre](#) to search and prepare for a job, plan your career, and learn about Canadian workplace culture.
- Learn about [Career Paths for Skilled Immigrants](#).

• Explore Career Discovery Tools

- Use the [2021 National Occupational Classification \(NOC\) system](#) to identify and categorize jobs (occupations) based on the training, education, experience and responsibilities ([TEER](#)) they require. Keep in mind that your job title might differ from what it was in your country of origin, so it's important to research how your experience translates to Canadian job titles. You can start your research [NOC system](#) and use VPL employment guides. Networking and informational interviews can be valuable in identifying the Canadian equivalent of your job title.
- Not sure of your career path? You can discover more about yourself and explore a career that will suit you by taking Work BC [Career Discovery Quizzes](#).

• Assess Your Qualifications

- Evaluate how your skills and credentials align with Canadian standards.
- Identify whether your profession is regulated in British Columbia and learn about the steps required to become licensed or certified. Read more about validating your credentials at [BC International Credentials](#) and how to get certified at [Work BC](#).
- Use VPL's [Alternative Careers](#) to learn how you can transfer your skills to different jobs.

*[VPL SIIC](#)- Vancouver Public Library- Skilled Immigration Info Centre



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• Create a Canadian-Style Resume and Cover Letter

- Include your complete contact information, including a professional email address and phone number. Ensure that your voicemail greeting sounds professional.
- Avoid including personal details like age, marital status, religion, or a photo, as these are not standard in Canada.
- Tailor your resume and cover letter to each job you apply for by emphasizing the skills and experience that align with the job posting. Include a strong summary or objective statement at the top of your resume to convey your qualifications quickly.
- Use action-oriented language and quantify accomplishments whenever possible (e.g., "Increased sales by 20%" or "Managed a team of 10").
- Follow a reverse chronological format, starting with your most recent experience. Include volunteering roles if relevant to the specific role you are applying for.
- For your cover letter, address it to a specific person whenever possible, and clearly explain why you are a strong fit for the role and the organization.
- Proofread carefully to ensure your documents are error-free and reflect professionalism.
- Align your resume with your LinkedIn profile by ensuring consistency between the two.
- You can receive one-one-one guidance at WorkBC, settlement offices and Vancouver Public Library.
- Use the following resources to start writing your resume and cover letters:
 - Vancouver Public Library's guide for [Writing Resume and Cover Letter](#).
 - [How Do I Create a Canadian-style Resume?](#)
 - [Job Bank Resume Builder](#)
 - [Work BC/resume-and-cover-letter](#).

• Improve Your Language Skills

- Empower yourself by improving your English! Strong language skills are essential for navigating the employment process, from writing resumes to succeeding in interviews and thriving in the workplace. Whether you are learning the basics or refining your fluency, the following resources can help you build confidence and succeed in your personal and professional environment:
 - [BC List of Institutes for Adult Free English Programs](#)
 - Explore free language training programs through the Language Instruction for Newcomers to Canada ([LINC](#)).
 - [ISSBC English Learning](#)
 - [Mosaic BC English Classes in Vancouver](#)
 - [New To BC Library](#) - English Language Learning Materials
 - [English Corner](#) - an informal, free conversational English class. Enter the website and find the nearest group to you.
 - [Vancouver Public Library Guide](#) provides links to higher-level English Second Language programs and courses provided by various universities, colleges and institutes in B.C. across various occupational sectors.

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Step 2: Job Searching and Networking

• Job Search Strategies

- Use reputable job boards:
 - [Glassdoor](#)
 - [Indeed](#)
 - [LinkedIn Jobs](#)
 - [Work BC Job Search](#)
 - [Civic Job Board](#)
 - [Avodah for Metro Vancouver](#)- Jewish Facebook group
 - Visit the Jewish Federation's community [Job Board](#) for opportunities.
 - Check [VPL's job search resources](#)
 - Visit [Charityvillage](#) for jobs in the non-profit sector.
 - Visit [Job Bank Canada](#).
 - If you are in the medical field, reach out to [Health Match BC](#) and visit [BC Health Careers](#).
- Explore government programs that connect newcomers with employers.
- Set up alerts for roles that match your skills to stay updated on new opportunities.
- Reach out to temporary employment agencies for short-term roles that can provide local experience and connections.

• Volunteer to Gain Experience and Grow Your Network

Volunteering is excellent for gaining Canadian experience and expanding your personal and professional network.

- How do you choose the proper volunteering role? Consider the following:
 - What are your skill sets?
 - Which causes are you passionate about?
 - How much time do you have to contribute?
 - Do you want to volunteer with kids, adults, or animals?
 - Do you want to volunteer from home?
 - Would you like to volunteer within your field?
- Once you have a direction, search online for volunteering opportunities:
 - For volunteering opportunities within our community, visit our [Job Board](#).
 - Visit [Volunteer Match](#) to learn more about nonprofit organizations in BC, their causes, and how to get involved.
 - [Volunteer Canada- Companies](#) - Search companies you are interested in working at for volunteering opportunities.
 - Check the [CharityVillage](#) board for volunteering roles.
 - If you are a senior, you can visit [BC volunteering](#).
 - [BC Speaking for Animals](#) for volunteering opportunities with animals.
 - Volunteer at your child's school. Visit Parent Advisory Committees ([PACs](#)) to learn how to get involved.



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• Mentorships and Internships

- Mentorship can provide guidance, support, and connections to help you navigate the Canadian job market.
- VPL's guide for [Internships and Mentorships](#).
- [Immigration Employment Council of BC](#) - Mentor Connect
- Look into initiatives like [The Mentoring Partnership- find a mentor](#), and connect with experienced professionals who can offer insights and advice.
- Explore mentorship opportunities through community organizations and local settlement agencies.
- Use platforms like LinkedIn to seek out mentors in your industry and initiate professional relationships.
- Internships can provide hands-on experience and help you gain familiarity with Canadian workplace culture.
- Search for internships in your field through job boards, company websites, or government programs.
- Some internships may be unpaid but offer valuable networking opportunities and industry exposure.
- Programs like [Career Paths for Skilled Immigrants](#) often include internship placements as part of their training.
- Combining mentorship and internships can accelerate your career development, help you build confidence, and strengthen your understanding of the local job market.

• Networking- How to Grow your Professional Network

- Attend community events, job fairs, and newcomer networking meetups:
 - Search [Meet Up](#) for networking events in your profession and start to build your professional network.
 - Check Work BC's [upcoming calendar](#) for job fairs.
 - Check the [VPL Guide for Job Fairs](#).
 - Search the association related to your field and visit their networking events. For example, if you are in the medical field, you can search the [Medical Associations List](#) or contact the [Jewish Medical Association of BC](#) to build connections.
- Informational interviews- are brief meetings where you learn about industries, roles, or companies directly from professionals. Leverage social media groups and LinkedIn to connect with professionals in your field and ask about their experiences and advice. These conversations can uncover hidden job opportunities and grow your network.
- Using LinkedIn Effectively
 - Build a strong profile by including a professional photo, a clear headline, and a concise summary highlighting your skills and career goals.
 - Ask former colleagues and managers to add a recommendation and attest to your work ethic and character.
 - Engage by sharing articles, commenting on posts, and joining discussions in your industry.
 - Join LinkedIn groups related to your profession to connect with like-minded individuals.
 - Send personalized connection requests to potential connections with a brief message introducing yourself and your interests. Be sure to connect on LinkedIn with people you meet during job fairs and meetups to maintain and strengthen those relationships. This not only keeps you visible to potential recruiters but also builds a supportive professional network.
 - Visit [LinkedIn's help](#) to learn more about [how to build your profile](#) and how to [grow your network](#).



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Step 3: Getting Hired

- **Understand Your Employment Rights**

- Familiarize yourself with Canadian labour laws, including minimum wage, working hours, and workplace safety:
 - [Work BC Workplace Rights](#)
 - [BC Employment Standards](#)
 - [WelcomeBC- Working in BC](#)
- Visit the Government of Canada website for more information.

- **Prepare for Interviews**

- Practice common interview questions and conduct mock interviews.
- Dress professionally and research the employer beforehand.
- Use [VPL's guide for interviews](#).
- [Work BC -Interviews](#)

- **Negotiate Your Job Offer**

- Discuss salary, benefits, and working conditions confidently.
- Use online tools to benchmark salaries in your field.

- **Understand Canadian Work Culture**

- Learn about workplace expectations, including punctuality, collaboration, and professional communication.
- Familiarize yourself with the importance of diversity, inclusivity, and teamwork in Canadian organizations.
- Explore resources like [VPL's guide for Workplace Culture](#) and Work BC to better understand workplace norms and etiquette.



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Additional Resources

• Settlement Agencies

- BC has a few organizations that offer settlement services. You can find programs offered by settlement agencies, career organizations, or government initiatives tailored for newcomers. Be sure to check the requirements for each program to determine if you qualify. Programs may have varying eligibility requirements depending on your status, such as permanent residency, work permits, or refugee status. Carefully review these details to ensure you meet the criteria. On most websites, you can filter based on the status to find the programs they offer for that specific status.
 - Visit [IRCC Newcomers Services](#), and enter your postal code to receive a list of settlement offices located near you.
 - [WelcomeBC/settlement-services](#)
 - [New to BC](#)- you can find information about the English language, employment, and settlement programs and services near you.
 - You can download [the Arrival Advisor app](#) to your smartphone and use it to find settlement information and community resources.
 - [Success BC](#)-you can enter their programs' page and check what programs you are eligible for based on your status: [SuccessBC Programs](#). [SuccessBC Newcomer Services Program](#)- you can find one-on-one consultation and mentorship opportunities.
 - [Mosaic BC](#)- you can find services by hovering over the [Find a Service](#) button. A window will open displaying a list of different statuses, such as permanent resident, refugee, or work permit holder. Select the status that applies to you to view the relevant services and programs available.
 - [ISSBC](#)

• Starting a Small Business

- If you are considering starting your own business, explore the following resources:
 - [Welcome BC entrepreneur immigration](#)
 - [Vancouver Public Library guide for small business](#)
 - [Vancouver Public Library newcomers' guide for starting a business](#)
 - [BC guide- steps for starting a small business](#)
 - [BC starting-a-small-business-guide](#)