

# Summer Job Search & Volunteer Opportunities

Kyla Friel, Career Services | February 25, 2025

# agenda

ELEVATOR PITCH

COVER LETTER & RESUME

SUMMER EMPLOYMENT PROGRAMS

VOLUNTEER OPPORTUNITIES

\*POLL: WHAT SUMMER JOB ARE  
YOU HOPING FOR?



# elevator pitch

Explain versus sell.  
Make your best impression on your  
own terms.

## The Muse 15-minute method to writing an unforgettable elevator speech

What you do  
Why it matters  
Why/how you do it  
What's next (summer job goals or  
career goals)

# Use your elevator pitch 3 ways

<b>Resume (shortest length)</b>	<b>Cover letter (medium length)</b>	<b>Interview (longest)</b>
2 to 3 sentences in your profile or summary section at the top of your resume	The first paragraph of your cover letter	As a 1-minute verbal introduction to who you are.

YOUR NAME, CONTACT  
ORGANIZATION NAME, ADDRESS  
JOB TITLE AND ID NUMBER  
DATE  
GREETING – DEAR HIRING MANAGER  
PARAGRAPH 1 – ELEVATOR PITCH  
PARAGRAPH 2 – STAR TECHNIQUE  
PARAGRAPH 3 – STAR TECHNIQUE OR  
VALUES, CONTRIBUTIONS YOU CAN  
MAKE  
PARAGRAPH 4 – CLOSING  
SINCERELY,  
YOUR NAME

## **cover letter structure**

# cover letter sample

## SAMPLE COVER LETTER

**Jane Morriseau**

78-A Pine Street East, Halifax, Nova Scotia

902.555.1212 / jane.morriseau@msvu.ca / <https://www.linkedin.com/in/janemorriseau>

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Human Resources

Clothing Store

25 Main Street

Halifax, Nova Scotia B3J 2D4

RE: Application for Salesperson – Competition #J274-799

May 1, 2021

Dear Hiring Manager,

I am interested in applying for the position of salesperson at Clothing Store. I've developed persuasive sales skills and cash handling experience as fundraising chair of the Business and Tourism Society. As student entering the third year of my Business and Tourism degree, my focus on economics and accounting has helped me understand the day-to-day routines needed to successfully manage a business.

The ability to keep organized and motivate others is important in a sales environment. In addition to my experience in fundraising, I acquired great multitasking and leadership skills through my involvement as a timekeeper at varsity basketball games and as a coach of a junior soccer team. When big outcomes were at stake – like maintaining fair play during an intense game or landing a major sponsor for our society's year-end gala – multitasking and leadership have helped me and my colleagues win the day.

I was impressed to see Clothing Store listed as one of Canada's Top 100 employers. I would love the opportunity to be a part of your company. I am available for an interview at your convenience. You can contact me at 902.555.1212 or via email at jane.morriseau@msvu.ca. I look forward to hearing from you.

Sincerely,

Jane Morriseau

# star technique

**Situation** – Describe the context or problem, what was happening

**Task** – What needed to be done/decision you or the team needed to make

**Action** – The step(s) you took, what happened next

**Result** – The outcome

\***Bonus** – What you took from the experience and have now applied to your learning or career

YOUR NAME, CONTACT  
PROFILE OR SUMMARY (OPTIONAL)  
EDUCATION  
SKILLS  
WORK EXPERIENCE  
VOLUNTEER EXPERIENCE  
PROFESSIONAL DEVELOPMENT  
CERTIFICATIONS AND TRAINING  
AWARDS  
\*OTHER SECTIONS AS NEEDED (E.G.  
LANGUAGES)  
AREAS OF INTEREST

# resume structure



# Your Name

email@msvu.ca | 902-XXX-XXXX  
123 Your Address, City, NS B0A 0A0

## Profile

Fill in profile text here. Remember to closely review every section before submitting your resume for a job application.

## Education

Bachelor of X, Subject (major), Subject (minor) 20XX – Present  
Mount Saint Vincent University, Halifax, NS

## Skills

- Most relevant skill with description
- Another relevant skill
- Another relevant skill

## Work Experience

Job Title Sep. 20XX – Present  
Company name, City, NS

- Include responsibilities and achievements for your most recent role.
- Statement 2.
- Statement 3.

Job Title May 20XX – Aug. 20XX  
Company name, City, NS

- If adding a third job, copy [ctrl+c] and paste [ctrl+v] this item.
- Statement 2.
- Statement 3.

## Volunteer Experience

Volunteer Title Oct. 20XX – Present  
Organization, City, NS

- Include continuous, consistent, relevant, and/or long-term volunteer experience.
- May include more than one volunteer role, just copy and paste this item.

## Professional Development

Name of activity or event Nov. 20XX  
*Brief description of activity or event*  
Organization hosting activity or event

## Training and Certifications

Name of training or certification May 20XX  
*Brief description of training or certification (try to make it relevant)*  
Organization offering training or certification

Name of training or certification May 20XX  
*Brief description of training or certification (try to make it relevant)*  
Organization offering training or certification

Name of training or certification May 20XX  
*Brief description of training or certification (try to make it relevant)*  
Organization offering training or certification

## [Other Sections as Needed]

Consider including languages, awards, published articles, academic or professional memberships relevant to the job, or some other category that shows your skills, talents, and fit for the job.

## Interests and Activities

Organization, group, or activity name Apr. 20XX – Present  
*Brief description*



# summer employment programs

**Canada Summer Jobs & Parks Canada**  
[Canada Summer Jobs](#) – Opens April 21, 2025

[Parks Canada](#) – Application deadline March 1, 2025 for Summer Jobs Inventory (pool); other jobs posted. Canadian citizens and permanent residents up to 30 years old can apply

**Clean Foundation** [Leadership Summer Internship \(NS & PEI\), other internships](#)  
Closes March 10, 2025.  
Domestic and international students up to 30 years old can apply. Requires registration. Check for designated jobs

**Federal Student Work Experience Program** ([FSWEP](#))

Year-round, part-time/full-time. Pool format.

Canadian citizens and permanent residents up to 30 years old can apply

**Government of Nova Scotia**  
[Job postings](#)

Use keywords 'summer' and 'student' to filter jobs. Open now and ongoing. Must be returning student; check job posting for details



# summer employment programs

## **Halifax Regional Municipality**

### **[Parks & Recreation](#)**

Open now, apply by March 16, 2025 and April 6, 2025

Domestic and international students can apply

## **MSVU Students' Union (on campus)**

### **[Job postings](#)**

Check throughout the year and in Jan/Feb. 2026 for summer jobs. Current jobs on the website are closed now.

Domestic and international students can apply. Packages available at The Hub for paid elected positions

## **Nova Scotia Student Summer Skills Incentive [SKILL](#)**

Start checking April 1 for the 2025 Summer Job Catalogue (PDF). Domestic and international students can apply. No age limit

## **Student Works (on campus)**

### **[Check eligibility](#)**

### **[Career Connects](#) (job postings)**

Domestic and international students can apply March 3 to March 14, 2025. 32.5 hours per week, \$17 per hour + fringe



# Summer 2025 Student Works On Campus Jobs

## Department

Athletics & Recreation  
Black Student Support Office  
Student Recruitment  
Applied Human Nutrition  
Residence Life  
Business & Tourism  
Art Gallery  
Accessibility Services  
Alexa McDonough Institute for Women, Gender & Social Justice  
Centre for Academic Advising and Student Success  
Library & Archives  
Facilities Management  
Teaching and Learning Centre

## Position

Day Camp Inclusion Support Staff  
Student Support Assistant  
Communication and Engagement Strategist  
AHN Program Communications Assistant  
Residence Life Communications Coordinator  
Kinu Course Content & Administrative Support  
Gallery Attendant and Archive Assistant  
Accessibility Assistant  
Program Planning Assistant  
Peer Academic and Student Success Advisor  
Library Collections Student Assistant  
Inventory Control Liaison  
Curriculum Assistant

# job platforms/ other opportunities

[@HALIFAXNOISEJOBS](#) (INSTAGRAM)

MSVU CAREER SERVICES WEBSITE  
[CURRENT STUDENTS](#)  
[EVENTS & WORKSHOP MATERIALS](#)

## MOUNT MENTORS 2025-26

### [MSVU CAREER CONNECTS](#)

JOB #12558 - MSVU 2025-2026  
MOUNT MENTORS (TWO POSITIONS)  
CLOSES FEBRUARY 28, 2025

- 2 POSITIONS (1 UNDERGRADUATE STUDENT, 1 GRADUATE STUDENT)
- 5 TO 10 HOURS PER WEEK
- \$17 PER HOUR
- JULY 7, 2025 TO APRIL 10, 2026



# volunteering

[Volunteer Halifax](#)

[Volunteer Nova Scotia](#)

[VolunteerConnector](#)

**thank you!**

**CAREER SERVICES**

IN-PERSON, VIRTUAL APPOINTMENTS  
NOW AND INTO THE SUMMER!

**COUNSELLING@MSVU.CA**

**902-457-6567**

\*THURSDAY AFTERNOON DROP-INS  
IN THE MCCAIN ATRIUM  
1 P.M. TO 2:30 P.M.