

Learn how to book a career coaching appointment with a Career Peer from the Centre for Experiential and Career Education (CECE)! Career Coaching includes tips for resumes and cover letters, interviews, and job search skills.

To book a career coaching appointment online:

- 1. Open your web browser and go to <u>https://www.ufv.ca/jobs/</u>.
- 2. Click on **CareerLink Student Login** and login into your CareerLink account using your student email id and password.





3. Click on **Career Coaching** from the navigation bar of the CareerLink homepage.

UNIVERSITY FRASER VALLEY CINETE FOR DEPARTMENT			Jobs Events Employ	yers Resources Career Coach	ning MA
Experiential Learning Gain experience with co-ops or internships.	月 Pathways Fill out a Student Experiences Fund (SEF) application.	Resume Builder Quickly generate a professional resume or cover letter.	Experiential Learnin Student Profile Showcase your academ professional achieveme	ng Add a Resume Upload a resume to g started with your job a	et search.
Update your Career Interest You're almost there! Tell us I Update Career Interests	s more about your career interests to ge <u>Remind Me Later</u>	et personalized recommendations.			
People in your major ar Reynolds & Reynolds (C Vancouver, British Colum	re interested in ra Uterra Terra Remote S Sidney, British C	iensing Inc. Columbia, Abbc	e rsity of the Fraser V etsford, British Colu	Abbotsford, British Col	r V u
Customer Training Professional – Traveling Full-Time Apply by Jul 8	IT Desktop Support Technician Full-Time 11d ago	Facility Atter Athletics and Part-Time 2d ago	idant - UFV I Campus	Peer Advisor UFV Work-Study Apply by Jul 8	
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4. Click Request New Appointment.

How to use this form: 1) Select the type of appointment you want to book, the week) Click "Check Availability"	\times an indicate how you would like to search for available appointments (date and/or time range and/or day of
 2) On the right, click "Open Slot" to select a specific time 3) Details about the selected appointment will display in 	e slot. n a new window. Fill in any additional fields and click "Submit Request".
Request New Appointment	
Requested Appointments	Approved Appointments



5. Select the type of appointment you want from the drop-down list. There are various types of appointments available.

	Jobs	Events	Employers	Resources	Career Coaching	MA
Home / Coaching Appointment						
 How to use this form: 1) Select the type of appointment you want to book, then indicate how you would lik week). Click "Check Availability". 2) On the right, click "Open Slot" to select a specific time slot. 3) Details about the selected appointment will display in a new window. Fill in any available of the selected appointment will display in a new window. 	te to search for available dditional fields and click	appointm "Submit R	ents (date and equest".	l/or time rang	e and/or day of	×
Type I need help with my cover letter or resume (30 min)	Start by choo	osing a	an initial at left	filter from	n the choice	es
I need help with my cover letter or resume (30 min)						
I am considering graduate school and need help creating my CV (45 min) I don't know where to start my job search. (30 min) I have had one or more appointments with a Career Coach, but I need more help. (45 I need to practice my interview skills (45 min) I'm graduating soon and need help creating a profet is tailored to a job position or ff I'm interested in volunteering or gaining experience in my field. (30 min)	5 min) ield. (30 min)		$(\leftarrow$)		
09 ~ 00 ~ pm ~ Clear						
Days of the Week						

6. Select the date range, time, and days to search for available appointments.

Туре									
I need help with my cover letter or resume (30 m	in)		`	/	Star	t by o	choos	ing an initial filter fro	om the choice
Date Range	?		Ju	ly, 20	22		×	at left	
2022-07-07 🖻 to 2022-07-28) «			Today			»	(\leftarrow)	
Time Range	SUN	MON	TUE	WED	THU	FRI	SAT		
08 ~ 00 ~ am ~						1	2		
to									
09 ~ 00 ~ pm ~	3	4	5	6	7	8	9		
	10	11	12	13	14	15	16		
Days of the Week	17	18	19	20	21	22	23		
✓ Tue✓ Wed	24	25	26	27	28	29	30		
Z Thu	31								
🗆 Fri									



7. Click on a date to see available time slots. Select a time slot.

WINDERSETY Q		Jobs Event	s Employers	Resources	Career Coaching MA
I need help with my cover letter or resume (30 min) $$\sim$$	30 mins				
Date Range					
2022-07-07 🖻 to 2022-07-28 🖻	Open Slot				1:45 pm
	30 mins				
Time Range	S Virtual				
08 ~ 00 ~ am ~ Clear	Open Slot				2:00 pm
to	30 mins				
09 ~ 00 ~ pm ~ Clear	S Virtual				
Days of the Week	Open Slot				2:15 pm
Mon	30 mins				
✓ Tue	Virtual				
✓ Wed					0.00
Thu	Open Slot				2:30 pm
🗆 Fri	30 mins				
Define Desulte Back	Virtuar				
Reline Results Dack	Open Slot				2:45 pm
					~

8. Fill in some additional details and click on the **Submit Request** button.

UNIVERSITY of the FRASER VALLEY		sources Career Coaching MA
I need help with my cover le	Is this a Co-op position? * *NOTE: If you have questions about a Co-op position, please contact your Co-op Coordinator directly.	
Date Range	○ Yes ○ No	
2022-07-07 🖻 to :	Number of credits completed 0-30	1:45 pm
Time Range		
08 ~ 00	90-120	2:00 pm
to	Date of expected graduation	
09 ~ 00	~ ~	
Days of the Week	Career Choice A	2:15 pm
Mon		
✓ Tue ✓ Wed	Career Choice B	2:30 pm
✓ Thu □ Fri		
Refine Results Back	Attachment * Please attach your resume or cover letter here (PDF ONLY)	
	Add Item	2:45 pm
	Cancel Submit Request	
POWERED BY symplicity*		Privacy Policy Terms of Use

9. You will get a confirmation email when your appointment is approved. For more information or any questions regarding booking appointments, email <u>cece@ufv.ca</u>.