



# CCA Student Newsletter

Volume 3, Issue 1

November, 2007

Canadian Counselling Association  
 16 Concourse Gate, Suite 600  
 Ottawa, On K2E 7S8  
 Toll free: 1-877-765-5565  
 Tel: 613-237-1099  
 Fax: 613-237-9786  
 E-mail: info@ccacc.ca



**CCA Conference 2008**




**Dates: May 14-16, 2008**  
**Place: Moncton, New Brunswick**  
**For more information**  
**Call: (506) 446-9159**  
**Or e-mail: info@ccacc2008.ca**

**Inside this issue:**

***CCA Conference in Vancouver, May 2007  
 Student Reps from New Brunswick  
 Host for Conference 2008 in Moncton.***

The Advantages of Being a Student Rep	1
Have Counselling Degree, Will Travel—	2
How to Write an Effective CV	3
Submissions to the Newsletter	3
Networking Strategies	4

## The Advantages of Being a Student Rep.

By Janice Tester M. Psych.

The advantages of becoming involved are innumerable but the main ones are:

- You will instantly gain access to an interesting network of people in your field. As we know, networking is crucial in obtaining the type of job you really want upon graduation.
- Your student membership fees are waived while you are a student rep.
- You will gain added visibility to benefit from CCA's Conference Student Travel Grant (deadline to apply: December 15) or for the AON Student Bursary Award.
- Your name and coordinates as a Student Representative will be placed on CCA's website under the list of Graduate Canadian Education Programs in Counselling giving you more visibility.

- Your CV will benefit from this professional involvement indicating some of the leadership and communication skills you have developed.
- Depending on your province, and if there is an affiliation agreement with another association, you can obtain all the benefits from both associations. For example, in Quebec, the Quebec Counselling Association's (QCA) Board of Directors meets every 5 to 6 weeks and you will be invited to participate in those meetings.

So don't hesitate, get involved and reap the benefits from giving back!

**Special Points of Interest:**

\* Visit our IMPROVED website at:

**www.ccacc.ca**

\* Check out our Student awards.—due date—

Dec. 15/07



## Have Counselling Degree, Will Travel—But Where? Reflection on the Direction of Your Counselling Path

By Dr. Beth Robinson

Your career dreams and visions are

what propelled you through your graduate studies. If, however, you are still somewhat overwhelmed by the myriad opportunities that exist out there, and uncertain of where to go next, reflection on the following might be of assistance. You may find it helpful to engage in this process of pondering in written format or via graphic webbing of your thoughts, feelings, hopes, and dreams.

### Who

With whom do you wish to work? Consider populations and types of presenting issues you would find interesting and rewarding. Are you drawn to a particular developmental focus (infant, preschool, elementary school, middle school, high school, college/university, young adult, middle age, senior) or would you prefer a mix of ages and stages? Are you intrigued by the possibility of helping others overcome personal challenges or are you fostering personal enrichment and growth closer to your heart? Do you have a preference for one or more of cognitive, affective, behavioural, social, spiritual, academic, or career client concerns? Are you more inclined to address normative life experiences of a transitional nature such as transitions to nursery school or day care, moving to a new home, or leaving home for college or university? Perhaps your interests lie more in adjustment and healing issues related to abuse, death, divorce, illness, injury, or unemployment. What is your comfort level with time-limited issues versus difficulties associated with more chronicity?

### What

With what types of professional activities do you wish to fill your working hours?

What would be your preferred role? Which of counselling (personal, academic, career, individual, group, couples—relationship, family), consulting, coaching, outreach, professional writing, presenting, teaching, and/or research hold appeal? With respect to counselling, are you con-

sidering approaches involving talk, writing, reading, drama, music, movement, play, and/or art? Writing a brief (1 or 2 page) reflection on your philosophy of counselling and change is a great way to consolidate your thinking and it may prove helpful at interview time!

### Where

As you contemplate where it is you would like to practice, consider both geographical location and practice setting. Are you hoping to remain locally in the same city/town or in the same province? Does your mobility even allow another country? Do your experiences and interests suggest a good match with a public school, university, community mental health centre, hospital, correctional facility, nursing home, corporation, pastoral, independent practice, or other setting?

### When

As we are reminded by career development specialists, addressing the issue of

*“Your goal is to make such a positive impression that (they)...will wonder how...they were able to get along...without you.”*

desired work schedule is an important factor in promoting optimal performance, productivity, and fulfillment. Are you seeking casual, part-time, seasonal, or full-time work? Is it important to you to work days only, or are you amenable to a schedule involving weeknight evenings, overnights, and/or weekends? How much vacation time do you hope to have? Is job security a crucial factor or are you comfortable with contractual or grant-funded work?

### Why

No doubt you've reflected many times over on the question of why you've pursued this career route. Oftentimes the cost of graduate study and possible concomitant loss of income during that period

leads others in our lives to ask why we do this. When our answer to the inevitable question, “Will you make more money?” is “Not necessarily”, they look askance at us as they try to understand the motivation. With your newly minted degree in hand, this is an opportune time to revisit the ‘why’ of your decision to become a professional counsellor. What are your short-term and longer-term goals? How are your own values congruent with those of counselling? What rewards do you anticipate on your career journey? Perhaps you might find it fruitful to meditate on your career vision as you ask yourself the following:

Where do I want to be in 5 years? In 10 years? In 15?

What would I get up to do each day if I were independently wealthy?

What do I want my career legacy to be?

What do I want people to be saying at my retirement party?

### How

Now that you've encouraged your mind to run the circuit of the 5 Ws of career decision-making, you're ready to address the ‘how’ of pursuing your dream job. While many great openings will be listed in newspapers, online, and through professional organizations, you don't have to wait for an advertisement. If you have particular settings in mind, think about submitting a proposal inviting consideration. Include your CV and a cover letter, and follow up with a request to meet in person even if the agency or organization is not planning to hire at that time. Offer to volunteer and do some pro bono work. Look into grant possibilities and offer to seek such funding. Your goal is to make such a positive first impression that the administration and staff of the potential employment site will wonder how it is that they were able to get along all this time without you.

MAY YOUR CAREER DREAM BECOME A  
REALITY THAT BY FAR EXCEEDS EX-  
PECTATIONS!

# How to write an Effective CV

By Maxine MacMillan, MEd, RTC, CCC

There are many sources from which you can gather formatting information in preparation for your resume/curriculum vitae writing. A little search on the Internet will provide you with plenty of templates and lots of information.

In order to give you a place to start your resume or CV, I have prepared a short list of items that should be included (and some items to avoid) in your personal marketing document.

Many employers require you to submit your documents electronically so it is very important to use a *true font*. Another rule is to use no more than 2 font types in your resume; one for highlighting and the other for the information. However, I would advise you to use one true font and bold it for information such as your name, your e-mail and your phone number and also for your descriptive headings. Do not use any size smaller than 10 point font.

1. Begin with your name, address, telephone number, fax number and e-mail address. You can decide which format to use but a letterhead style that looks professional for this information is suggested.
2. Remember that your resume is a reflection of your creativity, so I recommend that you stay away from templates. They're great to give you ideas for formatting and headings, but they're difficult to work with, so you're better off creating your own.
3. Do not use an "Objective". The information you include in your cover letter gives you an excellent opportunity to convince an employer that you will be a wonderful asset to their business/institution/etc. What you can do, if you are just beginning your career, is use a "Profile" or a "Highlights of Qualifications" just before your education or employment information. However, this technique does not fit well with the CV format.
4. Use strong positive action verbs when describing your skills.
5. Your expertise with software is a valued skill in the workplace so remember to include that item when you are listing your skills.
6. Many potential employers will ask you to include where and how you achieved your skills, so be aware of the job posting requirements so that you can include this information on your resume. Remember to use point form and refrain from using narrative descriptions.
7. Use "real" job titles from the NOC, and incorporate some tasks for which you were responsible.
8. Volunteering is an important experience to list on your resume. It lets an employer see how involved you are within your community.
9. You can include your references with your resume. I personally find it of benefit to the consideration of candidates for a position, if their references are included. Your alternative is to indicate that your references can be available upon request. I recommend composing two resumes, one with a separate page entitled "References" with the names and coordinates of three (3) referees in a professional looking format. If you do this you can choose to send your resume with or without references.
10. Ask permission of those you choose to provide a reference for you, and make sure that you choose your references wisely.
11. One of the nifty things that you can make for yourself is a "Resume Card", similar to a business card, with your name and coordinates on one side and your education and skills on the other. Resume Cards are very useful when you are out networking and don't happen to have a copy of your resume with you.



Remember, you have about 5 seconds to *WOW* a potential employer. What would you like them to remember? *Who you are, what you can do and where you can be reached quickly.*

Would you like to submit an article for publication in the Student Newsletter?

- \* The article must pertain to practical issues and/or experiences that would be of interest to the CCA Student Members.
- \* The article should be approximately 250—500 words in length
- \* The article must contain appropriate documentation. Plagiarized material will not be published.
- \* Submissions can be made to Barbara MacCallum at [dg@ccacc.ca](mailto:dg@ccacc.ca)
- \* At the moment, the newsletter is published once a year, in the Fall.

# Networking Strategies for Job Seekers

By Janice Tester, M.Psych., Career Advisor, McGill Career Centre  
Quebec Anglophone Director, CCA

As a student counsellor, do you think negatively about networking and think of it as using people? If that is the case, I invite you to re-think your position since networking is a win-win situation. It is not only about plugging you into the job market by helping you research employers and learn of job leads, it is also about getting interested in other people and their field of counselling.

So what is networking really? It is finding something in common with another person and discussing it; leaving a positive, lasting impression on others; establishing a connection with others; helping people and asking others to help you; getting in touch with others for both business and pleasure; socializing – getting to know people and having them learn about you; developing and nurturing relationships with friends and acquaintances. Particularly, with respect to the job market, only a small fraction of jobs are advertised (15 to 20% depending on the industry). In counselling, we have the impression that this statistic tends to be even lower. Therefore, you must look into the hidden job market. Done appropriately, networking is the key to finding out about positions that are not advertised.

As part of the networking process, it is a good idea to do a self-assessment not only to identify your skill set but also to know where to target the job search. You must get prepared to effectively convey your goals succinctly and clearly to people.

Next, you will need to think about whom to contact by brainstorming who you know. You may start by completing a contacts list, and then order it in terms of prioritizing the people who are more likely to be connected to the area in which you

in a polite, undemanding manner, you will be surprised at the advice and job leads you will receive.

## Valuable networking tips for job seekers:

- Go out your way to meet people. Even if you don't feel like going to that birthday party, get out and go! You never know whom you'll meet and odds are you will have a good time.
- Remember the names of people you meet. Practice remembering names, write them down, get business cards from people, and pass yours out.
- Keep in touch with new acquaintances and old friends.
- Listen actively when you are involved in any conversation.
- Decide in advance what you need from your contact. In some instances, you may want to know more about the contact's field or career path. Or, you may want to find out about the requirements and types of people the organization hires.
- Keep in mind that your goal is to obtain relevant information regarding their career path and to obtain advice on where to go from there.
- Ask your contact relevant questions and hold a conversation regarding the field, their occupation, the clientele they work with, or their employer. Get feedback on your résumé and develop new contacts. Ask whom they recommend you should contact next.
- Some topics about yourself that you can cover: your career objectives and jobs you are interested in; the skills you would like to use in your next job; the type of organization you would like to work for; the aspects of

previous jobs you enjoyed; the places where you have been submitting résumés and people you have been networking with; and any other subject you consider relevant.

## Increase your networking opportunities through:

- Career/job fairs - offered by colleges, universities, recruitment firms, and other groups. They provide you with information about specific employers and help you make initial contact.
- Informational interviews - a valuable means to make new contacts, nurture past relationships and learn about new developments in your field.
- Professional associations such as CCA not only provide you with the opportunity to network but also publish newsletters with job listings. Remember, the more you get involved in your association, the more chances you will have of being referred by another member to an employer.
- Alumni associations also provide networking opportunities and contacts. Some may even have mentoring programs.
- Social networking websites provide an opportunity to reconnect with people you lost touch with and to keep abreast of your contact's lives.
- Volunteering offers an excellent opportunity to meet people in the workplace while making yourself indispensable.

