



# Top tips to successfully plan a career path and search for work on PEI in 2024

by Gloria Welton

Career planning has many aspects, and one part of the process is the job search. Below are some tips to manage your career and your job search and how to connect with professionals in the community who can help.

## Consider your talents, interests, values, education, training, and what work (paid or volunteer) you have done in the past.

Whether you are in high school, post-secondary, looking for a career change, returning to the workforce or looking for work in your chosen field, it is important to spend time developing a profile of who you are and what you have done. This will give you a better idea of what interests you and what steps to take next in managing your career path.

Career Development Professionals in your community can talk with you about your interests, help you sort through some of your ideas, and give you more options to consider. They can help you with every career step along the way.

To connect with a Career Development Professional, drop in or contact agencies such as Career Development Services:

- Montague - 902-838-5453, [montague@cdspei.ca](mailto:montague@cdspei.ca)
- Souris - 902-687-1526, [souris@cdspei.ca](mailto:souris@cdspei.ca)
- Charlottetown - 902-626-2014, [chtown@cdspei.ca](mailto:chtown@cdspei.ca)
- West Prince - 902-859-2776, [westprince@cdspei.ca](mailto:westprince@cdspei.ca)
- Summerside - 902-436-0706, [sside@cdspei.ca](mailto:sside@cdspei.ca)

Visit [cdspei.ca](http://cdspei.ca)

And there are many other employment services in our community that are here to help: [Check all career planning services and programs on PEI.](#)



## An effective resumé will help you take a look at what you have done and can guide you towards many aspects of career planning.

Preparing a resumé tells you a lot about who you are, what you have done, and what other interests you might have. Putting it all on paper profiles your education, work (volunteer or paid), interests and abilities, awards, your contacts in the community, and more.

Whether you are looking for work, going back to school, applying for scholarships, or doing volunteer or co-op work, an effective resumé is necessary.

It should clearly show how your education, abilities, and experience fit the job you are applying for.

CDS tool kit for an effective job search, visit [www.cdspei.ca/job-help-centre/](http://www.cdspei.ca/job-help-centre/)

Newcomer to Canada employment support, visit [www.irsapei.ca/en/1500-employment](http://www.irsapei.ca/en/1500-employment)

When meeting with a Career Development Professional, take your resumé with you so they can give you more suggestions or ask them to help you develop a resumé.



## Connect with employers or industry leaders to request a meeting.

Calling or emailing employers and/or industry leaders to ask to meet with them is a great way to get your questions answered. This is called an **Informational Interview** and this method works.

It is a chance to find out more about the company or industry and the pathways employees took. It is also an opportunity to give the employer your resumé in person, and to find out when they tend to hire and the qualifications they look for.

Often, people get hired on the spot because they connect at the right time. It is also a very effective way to determine your next step and build your network of people who can help. For more about **Informational Interviews**, [click here.](#)



## It is important to be aware of employers you are interested in working for either now or in the future or industries you are interested in exploring.

To further narrow down some areas of interest, there are a few approaches to take.

We have outlined all the websites that post jobs on PEI all on one page: [PEI Job Opportunities.](#)

It is important to be aware of all your options. Here is a page on our website that has information about over 30 industries on PEI. Take a look and see if anything jumps out at you: [Industries on PEI.](#)

Job shadowing, short-term training, co-ops, or internships with an employer can give you food for thought for your future. Connect with [SkillsPEI](#) to explore what options are available to help you connect with employers and industries. They can also explain your financial options for continuing your education.

**WorkPEI** aims to be a one stop website that lists jobs available on PEI. The website also provides career planning tools such as the following:

- A **searchable directory** of occupations which includes job outlooks for PEI. Use the Occupations Directory to search and download over 500 occupational profiles.
- A **searchable directory** of its member employers. View an employer's company profile to learn more about the business, browse active job listings, locate the business on a map and more.

Volunteering is a great way to build your resumé, explore career choices, and even find work. [Explore volunteer options on PEI.](#)

Talking with people you know who work in areas that interest you and getting information about their employer is a great way to explore your options.

Build on your knowledge of employers in your community by checking out Chambers of Commerce across the Island. You can do some research on their members and look for networking opportunities:

- Greater Charlottetown Area | [charlottetownchamber.com](http://charlottetownchamber.com)
- Greater Summerside | [summersidechamber.com](http://summersidechamber.com)
- South Shore | [southshorechamberpei.ca](http://southshorechamberpei.ca)
- Kensington & Area | [kensingtonchamber.ca](http://kensingtonchamber.ca)
- Eastern Prince Edward Island | [epeicc.ca](http://epeicc.ca)
- Acadian and Francophone Chamber of Commerce | [rdeeipe.net/ccaflipe](http://rdeeipe.net/ccaflipe)
- West Prince Chamber of Commerce | [westprincechamber.com](http://westprincechamber.com)



## Career planning is a life-long journey

No matter what stage you are at in your career path there is always another step. It can get frustrating, confusing, or discouraging, but rest assured there are professionals in your community who are there to help, such as a Career Development Professional. Visit [www.employmentjourney.com/jobs/pei-resources-and-services-for-job-seekers-employers/](http://www.employmentjourney.com/jobs/pei-resources-and-services-for-job-seekers-employers/)

Looking for work can be a very challenging and stressful experience. Look for people who will encourage you.

If there are other obstacles in the way and you don't know who can help, the 211 system can give you the guidance you need.

**211 PEI** is a navigation service that quickly connects Islanders to critical human, social, community, and government services across PEI. Call 211, visit [www.pe.211.ca](http://www.pe.211.ca), text 211 or email [help@pe.211.ca](mailto:help@pe.211.ca)

