

Your Step-by-Step Guide to Finding a Job with Jobs First Durham (JFD)

This guide is for YOU! Whether you're returning to work, changing careers, or just getting started, Jobs First Durham is a free tool that can help you find job postings, explore careers, and create strong resumes and cover letters.

Step 1: Create Your Free Account

1. Go to: durhamworkforceauthority.ca
2. Click on “Jobs First Durham” at the top of the page
3. Click “Login/Sign Up” on the left
4. Click “Register”, then choose “Jobseeker”
5. Fill in your name, email, and password
6. Check the boxes and click Submit

 **Tip:** You need an account to save job postings and create resumes or cover letters.

Step 2: Set Up Your Profile

Add Skills

- Click the ***Skills*** section on the left-hand side of the screen.
- Choose from system-suggested skills based on job market data.
- The more accurate the skills list, the better the job match and resume tools will perform.

Follow Interests

- Click the ***Following*** section on the left-hand side of the screen to follow the **occupations (jobs)**, **sectors**, or **employers**.
- This feeds into the personalized job stream and flags postings that align with your preferences.

✅ Visit Your Personalized Dashboard

Your dashboard will begin showing:

- Jobs that match their followed occupations
- Jobs from employers hiring for their skills
- New, saved, and previously viewed jobs

💡 Tip: The more you add, the better the system works for you!

Step 3: Explore Career Options

📖 Career Library - Learn what different jobs involve

💰 Career Calculator - Helps decide if a new job is worth the cost and time

🔑 Skills Demand Report - Find out what skills are most wanted in Durham

💡 Tip: These tools don't need an account—check them anytime!

Step 4: Search for Jobs

🔍 Jobs Board - Find jobs from over 50 websites

🗺 Job Map - See job locations on a map with bus routes and childcare

💡 Tip: Use the map if you don't drive or need to stay close to home.

Step 5: Build a Resume

1. Go to Resumes on the left menu → Click +New Resume

2. Add contact info and a headline

3. Add work experience, skills, and education

4. Choose a design (template)

5. Preview, Download, or Print your resume

💡 Tip: You can create different resumes for different types of jobs!

Step 6: Create a Cover Letter

1. Go to Cover Letters → Click +New Cover Letter
2. Choose a resume and a job
3. Add contact info and 3 skills
4. Add any training or explain work gaps (optional)
5. Preview, Download, or Print your cover letter

💡 Tip: Use a new letter for each job you apply to!

Step 7: Apply for Jobs

You're ready! Use your saved job postings and apply with your resume and cover letter.

✅ You can track saved jobs and applications in your JFD dashboard.

Quick Reminders

To Do	Why It Helps
Log in weekly	See new jobs that match your profile
Update your skills	Get better job matches
Use the resume builder	Build strong, professional resumes
Try the Career Tools	Learn what job is right for you
Apply to 2–3 jobs a week	Boost your chances of getting hired
Ask for help if needed	Libraries and community centres can help!

Final Note

👏 You're doing a great job by taking this step! Keep going, ask for help when you need it, and check in regularly. Your next opportunity is right around the corner.