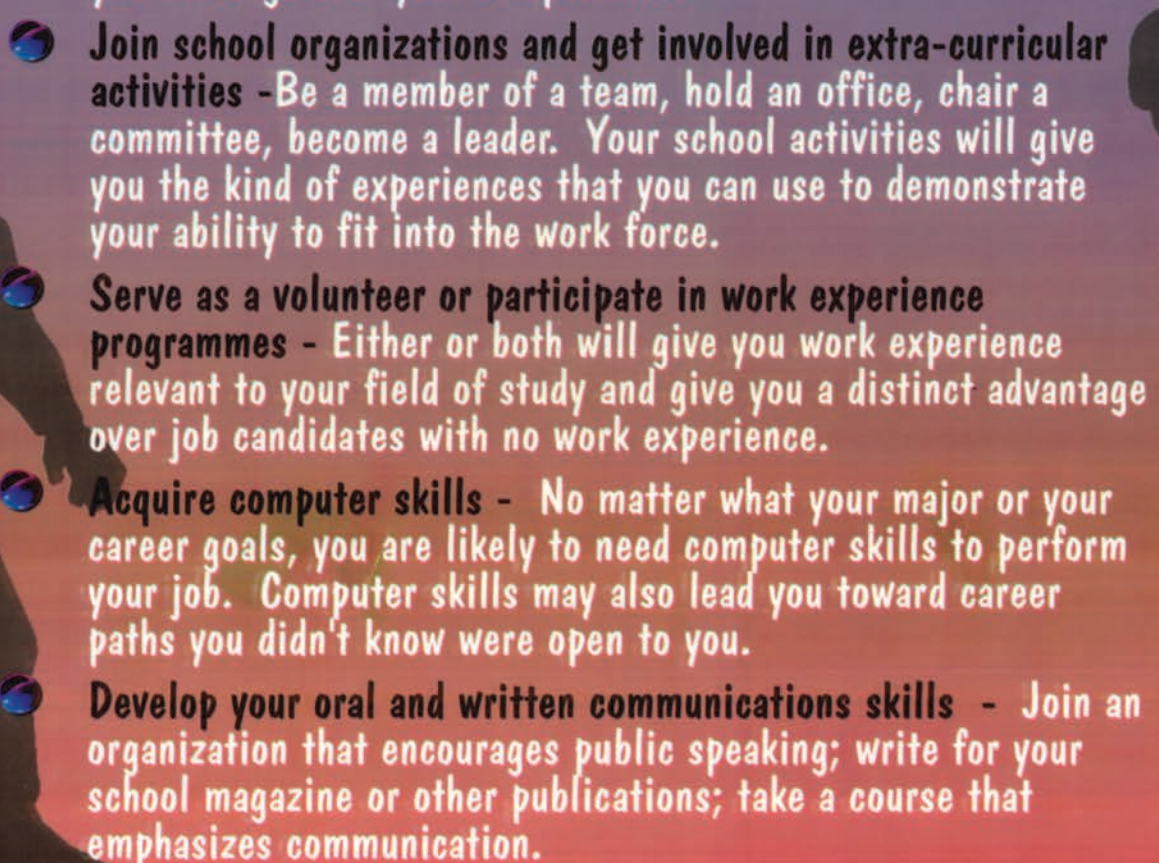




# Preparing **for the** World of Work While at School

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- **Keep your grades up** - However, good grades alone will not give you the edge over your competitors.
  - **Join school organizations and get involved in extra-curricular activities** - Be a member of a team, hold an office, chair a committee, become a leader. Your school activities will give you the kind of experiences that you can use to demonstrate your ability to fit into the work force.
  - **Serve as a volunteer or participate in work experience programmes** - Either or both will give you work experience relevant to your field of study and give you a distinct advantage over job candidates with no work experience.
  - **Acquire computer skills** - No matter what your major or your career goals, you are likely to need computer skills to perform your job. Computer skills may also lead you toward career paths you didn't know were open to you.
  - **Develop your oral and written communications skills** - Join an organization that encourages public speaking; write for your school magazine or other publications; take a course that emphasizes communication.