



Peer Guide Program Overview

Peer Career Guides (PCGs) are students trained to assist their peers with creating resumes and cover letters. In addition, PCGs play an important role in supporting various activities offered by The Career & Employment Hub (The Hub). Through this work, PCGs will support and reinforce the knowledge, skills, and resources available through The Hub.

Benefits of Being a Peer Career Guide

As a PCG, you will gain valuable knowledge and skills across all aspects of the job search process. This role provides an opportunity to refine your resume, networking, and interviewing skills and enhance transferable skills such as communication, problem-solving, teamwork, initiative, leadership, and responsibility. A significant part of your work will involve collaborating with university staff, faculty, and external partners, including employers. You will also have the rewarding experience of helping fellow students develop their careers.

Specific Training Provided

PCGs will receive training to support them in the following areas:

- Serving as effective guides and role models by assisting students with building, reviewing, and providing feedback on resumes, CVs, and cover letters during one-on-one sessions.
- Designing and implementing career-related workshops, programs, and resources.
- Representing the PCG program at university events and delivering presentations to classrooms and departments.
- Participating in the marketing and promotion of PCG services and events.
- Peer Career Guides will begin meeting with students after completing comprehensive training, which includes job shadowing.

Preferred Experience, Knowledge, Skills, and Abilities

- Eagerness to learn and ability to absorb in-depth training, applying newly acquired knowledge in a practical setting.
- Strong interest in resumes, cover letters, and other aspects of career exploration and development.
- Excellent communication skills, including the ability to give and receive constructive feedback effectively.
- Ability to work both independently and collaboratively as part of a team.
- Strong organizational and time-management skills.
- Multilingual candidates are encouraged to apply.
- Ability to actively listen to and support students from diverse academic, cultural, religious, and socioeconomic backgrounds.
- Experience with or willingness to learn Google Suite tools (e.g., Google Docs, Sheets, Slides, Forms, etc.).
- Familiarity with Zoom for virtual meetings and presentations.