BOOKING AN APPOINTMENT IN THE SOURCE
Do you need some career-related advice or useful tips on how to improve the structure and overall content of your resume and cover letter? Students make all appointments through The Source using the Book an Appointment tab. Here are the steps:

**SCHEDULING AN APPOINTMENT**

1. Click on the “Book an Appointment” tab.

2. Click on “Request New Appointment”.

3. Please take note of the Important alert that appears at the top of the Appointments page.

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**Important Alert**

Important: Please note that appointments will be conducted remotely until further notice through Zoom or by phone. You can continue to book appointments through The Source.

IMPORTANT! If you need to cancel or reschedule an appointment, a minimum of 24 hours advance notice is required. This will allow other students to book an appointment in your timeslot.

**Resume and Cover Letter Reviews**

For resume and cover letter reviews, please send your documents at least 1 working day in advance of your scheduled appointment time to the Resume and Cover Letter Specialist email address at uOttawaLaw.CareerServices@uottawa.ca.
4. Start by choosing an initial filter from the choices on the left. You can filter by type of appointment (resume/cover letter review, mock interview, etc.), date and time range, counsellors, and days of the week.
5. Once you've narrowed your search, click on **Check Availability**. If the message “No appointment found” appears, try using different filters. Once a list of appointments appears, select the one you would like to book.

<table>
<thead>
<tr>
<th>Type</th>
<th>Time Range</th>
<th>Date Range</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Counselling: Resume / Cover Letter (Fn)</td>
<td>00:00</td>
<td>2020-08-25</td>
<td>Wednesday, Aug 26, 2020 - Karine Laframboise - Centre des carrières</td>
</tr>
<tr>
<td></td>
<td>07:30</td>
<td>2020-08-28</td>
<td>Thursday, Aug 27, 2020 - Chantal Riendeau - Centre des carrières</td>
</tr>
</tbody>
</table>
6. Click “Submit Request”.

![Confirm Appointment]

- * indicates a required field
- **Counsellor(s)** *
  - Chantal Riendeau
- **Location** *
  - Centre des carrières | Career Centre - Chantal Riendeau
- **Room**
  - Virtual | Virtuel
- **Date** *
  - Aug 27, 2020
- **Time** *
  - 9:00 AM
- **Type**
  - Career Counselling: Resume / Cover Letter (French Documents Only) (30 min)

**Virtual Appointments**

All appointments will be virtual via Zoom (you will not be required to use video). If you do not have the technical requirements to use Zoom (such as stable internet), please provide a phone number where you can be reached.
CANCELLING OR RESCHEDULING AN APPOINTMENT

One (1) business day prior to your booked appointment time, you will receive an email with a link and details for how to join your virtual appointment. If for any reason you cannot attend your appointment, please remember to cancel your appointment a minimum of **24 hours in advance** in The Source by clicking on the three dots for more options where you can select “Cancel” or “Reschedule”.

![Image of Approved Appointments]

**Approved Appointments**

1 result

1. Jennifer Nadon
   - Career Counselling: Re-
   - Sep 15, 2020 - 11:30 AM
   - Centre des carrières | Care
   - [Cancel](#)
   - [Reschedule](#)
   - [Add to Calendar](#)