

Careers *that work!*

“FIND A JOB YOU LOVE AND YOU WILL NEVER WORK A DAY IN YOUR LIFE” - CONFUCIUS



RESOURCE SPOTLIGHT

PACE (Plan to Achieve Career Excellence) is a career planning system that has been delivered to all grade 11 students in District 6 and piloted in School District 8 this fall. A one hour workshop is available for parents who would like to act as career coaches for their children. This free parent workshop compliments the student program by providing additional tips and web-based resources. Contact any of *The Work Room* career resource centres for more information



The Work Room Career Resource Centres

The Department of Post-secondary Education, Training and Labour and School Districts 6 and 8 have partnered to develop career resource centres to help you explore and develop a career path that is right for you!

The Work Rooms are located in four area high schools; Simonds High School, Kennebecasis Valley High School, Belleisle Regional High School and Sussex Regional High School. All of the centres are open to the general public and no referral is required!

The career resource centres offer:

Free internet access for job search, research and career planning.

A large multimedia resource library with publications and information on job search and post-secondary training.

Free resume and cover letter writing services.

Many networking opportunities with government and the local business community.

Webinars, workshops and on-demand training.

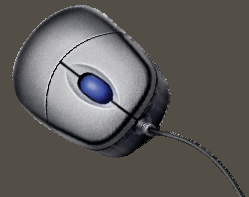
One-on-one consultation to help you find the information you are looking for!

www.careersthatwork.ca



Why not kick start 2011 with a great new career?

- ▶ THE WORK ROOM CAREER RESOURCE CENTRES 1
- ▶ RESOURCE SPOTLIGHT PAGE 1
- ▶ JOB SEARCH WEBSITES 1
- ▶ MAXIMIZE YOUR JOB SEARCH THREE STEPS FOR SUCCESS 2



Resume templates:

Microsoft Online:
<http://office.microsoft.com/en-us/templates>

College Grad.com:
www.collegegrad.com

Job Banks:

Service Canada Job Bank:
www.jobbank.gc.ca

CareerBeacon:
www.careerbeacon.com

Job Search/Interviews:

Monster (Canada)
<http://content.monster.ca/section2000.asp>

Workopolis
[/www.workopolis.com](http://www.workopolis.com)

Quintessential Careers
www.quintcareers.com

Maximize your job search

Preparation. You must have a very professional-looking resume and cover letter. To save time, develop a generic resume that you can customize easily for specific jobs

It's an excellent idea to prepare a portfolio that includes certifications, work samples, and letters of recommendation. Employers may ask for evidence of your credentials, so this shows you are prepared. Even if they don't, you will be more confident in your interviews by familiarizing yourself with all of your skills and accomplishments through the creation of a portfolio.

The bottom line: Your success is directly correlated to the amount of effort you put into your employment preparation.



Execution. Plan your attack. Know what types of jobs you want and where you want to work. Direct the bulk of your efforts there.

Do not rely on job banks and newspaper ads for your job search. Most jobs are filled through the "hidden job market" because employers tend to hire people they know over strangers. Best advice: get out there and network, cold call and visit employers in person.

You want to create a positive first impression, so make sure your attire, appearance, attitude and behaviour fits the culture of the company to which you are applying. Do a little bit of reconnaissance. Observe the company employees and try to model yourself on that template. Remember, you will get a job not based solely on your skills, but how well the employer sees how well you "fit" into the company culture.

Obtain the name of the person in charge of hiring. Research the companies you intend to approach. You will be tested on your knowledge in an interview.

Find sample questions and practice your interview skills with a friend until you feel confident that you know how to answer effectively when placed in a stressful environment.

An effective job search can be broken into three stages; preparation, execution and follow through. Some people like to video their practice sessions because it provides them with very valuable feedback on non verbal cues such as body language.

Follow through. The key is not being pushy, just professionally persistent. Follow-up with employers on the resumes you have dropped off or interviews you have completed. In person is best, but emails and phone calls work as well.

Some people follow up their interviews with a "thank you" note or email. This can work effectively in some cases. Avoid sending gifts (flowers, coffee) as this is excessive and can be perceived very negatively.

Follow through also refers to your commitment to see your job search through to the end. Yes, it can be very frustrating at times and it is arguably the toughest job you will ever have to do. However, when you finally get the job of your dreams, the payoff for all your hard work is tremendous.

LABOUR MARKET

NOVEMBER 2010

The New Brunswick unemployment rate of 10.3% in November was .5 of a percentage point higher than it was in October and was 1.6 of a percentage point higher than the same time last year.

- ▲ 11.9% Information, Culture and Recreation
- ▲ 8.3% Health Care/ Social Services
-
- ▼ 26.4% Business, Building and Other Services
- ▼ 21.9% Agriculture
- ▼ 21.3% Accommodation And Food Services

www.gnb.ca/0126/index-e.asp

MINIMUM WAGE

New Brunswick

September 1st, 2010, to March 31st, 2011, \$9 per hour.

April 1st, to Aug.31st 2011, \$9.50 per hour.

On and after Sept 1st, 2011, \$10 per hour.

The Work Room Career Resource Centres are funded through the Department of Post-secondary Education, Training and Labour and School Districts 6 and 8.

If you would like to receive a free monthly electronic newsletter, please email us at www.theworkroom@hotmail.com.

