

Careers *that work!*

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Summer Employment

New Brunswick - Student Employment and Experience Development (SEED) is now receiving applications from students looking for summer jobs in New Brunswick. The (SEED) Program provides a variety of employment opportunities for post-secondary students during the summer months. Jobs are approved at the provincial, municipal, and First Nations government levels and in non-profit organizations. Jobs approved aim to enhance the students' employment prospects upon completion of their studies, while enabling them to finance the continuation of their education.



JOB FEST 2011 in School Districts 6, 8 & 10 MAY 25th

Job Fest is an exciting opportunity for our students and one more example of how education partners with the business community to ensure that all students are better prepared to make their post-secondary decisions

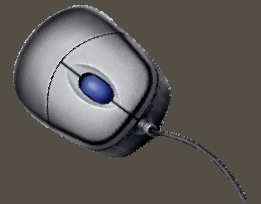
Job Fest is a career planning activity that provides grade eleven students with information that helps make the connection between the World of Education and the World of Work. Practical workshops and experiential learning set the stage for students to think about, explore and prepare for their careers. Job Fest offers an enriching understanding of applying for a real job by making application for a "mock job" taking part in a "mock job" interview and participating in a series of professional employability skill workshops and activities.

This year marks an important transformation for Job Fest. To meet the needs of the changing workforce and the dynamic skills of this generation, Job fest will be presented in an entirely new format.....VIRTUAL!!!!!!!!!!!!!!

This new virtual design will allow more students in the southwest region of New Brunswick to experience the benefits of Job Fest! Students will be able to log into a virtual platform via their school or home computers to access information on valuable career planning resources and learn effective interview techniques and receive coaching that will help them land real jobs. Students always report this is one of their favorite parts of Job Fest.

Some students will have the opportunity to be interviewed in person while others will have an exciting opportunity to participate in video conferencing interviews. Increasingly, this is becoming a more common format with larger, multi-national companies.

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Job Search/Interviews:

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

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

Quintessential Careers
www.quintcareers.com

Job Banks:

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

CareerBeacon:
www.careerbeacon.com

Go to school on your iPad

<http://blogs.canoe.ca/canoetech/signs-of-the-times/go-to-school-on-your-ipad/>

JOB FEST 2011

Preparation for the interview

The key to having a good interview is preparation. To prepare for an interview make sure you:

Research the company

Review the important points you expect to cover during the interview (practice questions)

Personal presentation (Dress appropriately, no perfume or cologne etc)

Body Language

Attitude

Here are some helpful hints:

1. Listen carefully to, making sure you have clearly the interviewer understood the question before answering it. Don't be afraid to ask for clarification.
2. Be calm and try to avoid nervous tics.
3. Don't sit down before you are asked.
4. Be the first to extend your hand to offer a handshake.
5. Don't smoke, chew gum or accept anything to eat or drink.
6. It is an INTERVIEW not an INTERROGATION. You can ask questions as well. It should be an open dialogue.



Résumé Check List

General Information

Are your name, address, telephone and e-mail information complete?

Are Education & Experience in chronological order, starting with the most recent?

Are Qualifications & Accomplishments described in sufficient detail?

Have you clearly indicated extracurricular activities?

Have you mentioned your professional associations?

Visual presentation

Is your résumé attractive, interesting and professional-looking?

Good use of space, text not too compressed?

Information is easily located, job titles are clear?

Errors in spelling, grammar, punctuation?

No useless or unnecessary information?

No too long or too short?

Style is simple and direct and should be no more than 2 pages in length.

Has your résumé been reviewed by an Employment Counsellor or someone else?

General Impression

Your résumé should clearly state your education, abilities, work experience and interests.

It should be an accurate representation of who you are and it should be presented in a manner that would interest a potential employer.

Cover Letters

Your cover letter is your chance to make a good first impression.

Rules of a good cover letter:

Personalize your letter

Always address the letter to the person who has hiring power
If you have information about the company, add it in a separate paragraph
Do not use form letters

Ability to summarize

Establish the essential elements and remain positive and objective
Present your ideas clearly, in a organized fashion
Do not exceed one page

Do not try to summarize your résumé in the letter

Emphasize the important points relating to the position.
Bring out your abilities and achievements related to the position – Use action verbs (i.e. analyze, establish, supervise, implement, coordinate, and recruit.)

Hints to remember:

Never send a résumé without a cover letter
Write a maximum of one page
Always get someone else to read your letter, especially if you are not sure about spelling
Be honest. Bring out your strong points but do not exaggerate your training or experience
Sign your letter
Plan your follow-up

LABOUR MARKET

WorkinginCanada.gc.ca

is the Government of Canada's leading source for labour market information. It offers users, free and authoritative occupational and career information such as educational requirements, main duties, wage rates and salaries, current employment trends and outlooks.

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 made possible through a partnership between Post-Secondary Education, Training & Labour and School Districts 6 & 8, and are funded by the Government of Canada and the Province of New Brunswick through the Canada-New Brunswick Labour Market Agreements
If you would like to receive a free monthly electronic newsletter, please visit our website at www.careersthatwork.ca for contact information on all of our centres.

