

CareerCruising

Resume Tips

Resumes help employers decide if you and your skills are a good fit for their business. Employers only look at a resume for about 10 seconds.

A resume should be no more than 2 pages.

A resume is designed to help you get an interview.

Avoid abbreviations. Choose one font. Do not include your SIN, Date of Birth, Race, Religion etc.

Use action words to describe your skills, accomplishments. You should always get someone to proof read your resume.

Never worked before? No problem. Book an appointment with The Work Room coordinator today to help you with a resume.



The Work Room Career Resource Centres

Michelle Francis-Doyle (Michelle.Francis-Doyle@gnb.ca) joined District 6 on September 19, 2011 as the new Coordinator for the KVHS Work Room. After completing her Bachelor of Arts at UNBSJ and working as a case manager with the Dept of Social Development, Michelle was eager to continue her training and went on to pursue her Bachelor of Social Work degree from Dalhousie University. She returned to Saint John after working abroad in London, England for one year. Just before she came to The Work Room Michelle was employed as an Employment Counselor with the Dept of Post Secondary Education Training and Labour as she really enjoys working with individuals and families on career plans and job search.

She also looks forward to working together with teachers, guidance counselors, parents and other staff members at District 6 as these young adults make decisions regarding their future after graduation.

Please feel free to drop in anytime (Monday to Friday, 8:30 AM - 4:30 PM) to access the products and services that The Work Room offers. However, due to program delivery and outside events to engage the community, you may wish to set up an appointment to guarantee the coordinator's availability.



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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

Quintessential Careers
www.quintcareers.com

Education and Training

Apprenticeship Grants

The Government of Canada's Apprenticeship Grants provide up to \$4,000 in taxable grants to apprentices registered in designated [Red Seal](#) trades. A grant is not a loan and does not need to be repaid.

There are two types of Apprenticeship Grants available:

- [Apprenticeship Incentive Grant](#) – a taxable grant of \$1,000 per year, up to a maximum of \$2,000 per person, available to registered apprentices once they have successfully finished their first or second year/level (or equivalent) of an apprenticeship program.
- [Apprenticeship Completion Grant](#) – a taxable grant of \$2,000 maximum available to registered apprentices who have successfully completed their apprenticeship designated Red Seal trade.
- For information on how to apply, visit [Apprenticeship Grants](#)

Job Fest 2012 is happening on April 2nd & 3rd!

- This Year, Job Fest and the Non-Traditional Career Fair have merged into a single event and exhibitors will join this online event instead of setting up in a physical venue.
- Grade 11 students in District 6, 8, & 10 will have the opportunity to participate in this exciting event. Up to 40 exhibitors will be available for students to explore and download information about all the industries and post secondary training opportunities available in this region. They can also talk to an employer/recruiter in a "real time" chat forum.
- Mock interviews will be conducted in person within the high schools on a separate day in April.

Community College

Grade 12 students interested in attending a community college in September 2012, please see a Workroom Coordinator as soon as possible.

JOB SEARCH Tip of the week [Use Your Network](#). Be cognizant of the fact that many, if not most, job openings aren't advertised. Tell everyone you know that you are looking for work. Ask if they can help.

Become a Volunteer

Volunteering is a way to give and gain the benefits of experience. The Saint John Volunteer Centre connects the experience, skills and interests of new volunteers with the needs and opportunities of their dozens of member organizations. For more information and a calendar of events visit:

www.volunteercentresj.com

SEED Applications:

The Student Employment Experience Development (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. **PICK UP YOUR APPLICATION AT THE WORK ROOM NEAR YOU.**

LABOUR MARKET

[Labour Market Information](#)
www.workingincanada.gc.ca or check out this video: <http://www.servicecanada.gc.ca/eng/video/lmi.shtml>
Gathering information about the Labour Market will:
Help you make informed decisions about a job/career you want to pursue
Identify training or education you may need for a particular job/career
Clarify what jobs and... what companies are in the area where you live (want to live)
You can gather this information by reading the newspaper, books, websites, or by talking to people.

Distance & On-line Education

All universities and colleges in New Brunswick are currently offering distance education courses using various methods. One private degree-granting institution operates completely online and there is substantial focus on the development of Internet-based postsecondary education.



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 visit our website at www.careersthatwork.ca for contact information on all of our centres.

