



# JANE ST. HUB EMPLOYMENT SERVICES

WORKSHOP & EVENT SCHEDULE | MARCH 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>YOUTH JOB PREPARATION</b> Interview tips and résumé critique for youth between the ages of 15–29 who have limited work experience. <b>March 14: 1:00 pm to 3:00 pm</b>			<b>1</b> <b>ACE YOUR INTERVIEW</b> 10:00 am—12:00 pm  <b>STRATEGIC RÉSUMÉS</b> 2:00 pm—4:00 pm	<b>2</b> <b>MOCK INTERVIEW</b> 10:00 am—12:00 pm (By appointment only)
<b>5</b> <b>STRATEGIC RÉSUMÉS</b> 10:00 am—12:00 pm  <b>EMPLOYMENT ONTARIO INFORMATION SESSION</b> 2:00 pm—3:00 pm	<b>6</b> <b>ACE YOUR INTERVIEW</b> 10:00 am—12:00 pm  <b>RÉSUMÉ CRITIQUE</b> 2:00 pm—3:00 pm (By appointment only)	<b>7</b> <b>ONLINE JOB SEARCH TIPS AND TOOLS</b> 10:00 am—11:00 am  <b>CAREER CRUISING</b> 2:00 pm—3:00 pm	<b>8</b> <b>EFFECTIVE COVER LETTERS</b> 10:00 am—12:00 pm  <b>JOB SEARCH STRATEGIES</b> 2:00 pm—4:00 pm	<b>9</b> <b>MOCK INTERVIEW</b> 2:00 pm—4:00 pm (By appointment only)
<b>12</b> <b>STRATEGIC RÉSUMÉS</b> 10:00 am—12:00 pm  <b>EFFECTIVE COVER LETTERS</b> 2:00 pm—4:00 pm	<b>13</b> <b>ACE YOUR INTERVIEW</b> 10:00 am—12:00 pm  <b>RÉSUMÉ CRITIQUE</b> 2:00 pm—3:00 pm (By appointment only)	<b>14</b> <b>STRATEGIC RÉSUMÉS</b> 10:00 am—12:00 pm  <b>YOUTH JOB PREPARATION</b> 1:00 pm—3:00 pm	<b>15</b> <b>EFFECTIVE COVER LETTERS</b> 10:00 am—12:00 pm  <b>EMPLOYMENT ONTARIO INFORMATION SESSION</b> 2:00 pm—3:00 pm	<b>16</b> <b>MOCK INTERVIEW</b> 2:00 pm—4:00 pm (By appointment only)
<b>19</b> <b>ACE YOUR INTERVIEW</b> 10:00 am—12:00 pm  <b>ONLINE JOB SEARCH TIPS AND TOOLS</b> 2:00 pm—3:00 pm	<b>20</b> <b>CAREER CRUISING</b> 10:00 am—11:00 am  <b>RÉSUMÉ CRITIQUE</b> 2:00 pm—3:00 pm (By appointment only)	<b>21</b> <b>EMPLOYMENT ONTARIO INFORMATION SESSION</b> 2:00 pm—3:00 pm	<b>22</b> <b>ACE YOUR INTERVIEW</b> 10:00 am—12:00 pm  <b>ONLINE JOB SEARCH TIPS AND TOOLS</b> 2:00 pm—3:00 pm	<b>23</b> <b>MOCK INTERVIEW</b> 2:00 pm—4:00 pm (By appointment only)
<b>26</b> <b>EMPLOYMENT ONTARIO INFORMATION SESSION</b> 10:00 am—11:00 am  <b>JOB SEARCH STRATEGIES</b> 2:00 pm—4:00 pm	<b>27</b> <b>EFFECTIVE COVER LETTERS</b> 10:00 am—12:00 pm  <b>RÉSUMÉ CRITIQUE</b> 2:00 pm—3:00 pm (By appointment only)	<b>28</b> <b>CAREER CRUISING</b> 10:00 am—11:00 am  <b>ACE YOUR INTERVIEW</b> 2:00 pm—4:00 pm	<b>29</b> <b>JOB SEARCH STRATEGIES</b> 10:00 am—12:00 pm  <b>EMPLOYMENT ONTARIO INFORMATION SESSION</b> 2:00 pm—3:00 pm	<b>30</b> <b>GOOD FRIDAY</b> <b>CENTRE CLOSED</b>

## March Workshop/Event Descriptions

**RÉSUMÉ CRITIQUE-BY APPOINTMENT ONLY:** One hour résumé critique. (Strategic Résumé Writing must be completed in advance.) **March 6, 13, 20 & 27: 2:00 pm to 3:00 pm**

## March Workshop/Event Descriptions

**STRATEGIC RÉSUMÉS: The right one will make a difference. Learn from the experts.** Learn to write a targeted résumé using résumé writing basics; utilize powerful action verbs, keywords and accomplishment statements. **March 5, 12 & 20**

**EFFECTIVE COVER LETTERS: An effective cover letter is the key to finding out why employers request a cover letter.** Learn how to compose an effective targeted cover letter that will get employers' attention; use your transferable skills in your cover letter to get the interview. **March 8, 12, 15 & 27**

**PRACTICE INTERVIEWS—BY APPOINTMENT ONLY:** Be prepared for your interviews. One-on-one 30 minute practice interview. **March 2, 9, 16 & 23**

**ACE YOUR INTERVIEW: The Interview is key to getting a job.** Discover how to handle challenging interview questions with confidence; learn how to collect, compile and present information that showcase your skills and experience; find out the common mistakes that happen in interviews and how to avoid. **March 1, 6, 13, 19, 22 & 28**

**JOB SEARCH WORKSHOP:** Develop job hunting skills needed to research, find and apply for specific jobs in related field or industry. Unsure where to look for work or what's available? Join us in learning how to prepare yourself for opportunities in this new and demanding labour market. **March 8, 26 & 29**

**CAREER CRUISING:** This exciting and new online career guidance and planning system is a useful tool for people of all ages to find the right career, explore education and training options, and build their own portfolio. **March 7, 20 & 28**

**INFORMATION SESSION:** Learn about how you could use our resources to job search and market yourself. Also learn about accessing and qualifying for the various Employment Ontario services such as Mentoring Partnership, Ontario Job Creation Partnership, Ontario Second Career, Fee Payer and Opportunities Fund for Persons with Disabilities. **March 5, 15, 21, 26 & 29**

**ONLINE JOB SEARCH TIPS: 88% of jobs are not advertised!** Find out where the jobs are and how to gain access to them; discover how easy it is to network to get employed. **March 7, 19 & 22**

**YOUTH JOB PREP:** Interview tips and résumé critique for youth between the ages of 15–29 who have limited work experience. **March 14**

### UPCOMING SPECIAL EVENT

**JOB FAIR:** Immediate and various job openings available!  
**April 26: 11:00 am to 1:00 pm**



**Available transit routes**  
**TTC: 32, 35, 52 and 195**