



WESTON EMPLOYMENT SERVICES

WORKSHOP & EVENT SCHEDULE | APRIL 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 EMPLOYMENT ONTARIO INFORMATION SESSION 2:00 pm—3:00 pm	3 ACE YOUR INTERVIEW 10:00 am—12:00 pm CAREER CRUISING 2:00 pm—3:00 pm	4 STRATEGIC RÉSUMÉS 10:00 am—12:00 pm ONLINE JOB SEARCH TIPS AND TOOLS 2:00 pm—3:00 pm	5 RÉSUMÉ CRITIQUE 2:00 pm—3:00 pm (By appointment only)	6 MOCK INTERVIEW 2:00 pm—4:00 pm (By appointment only)
9 ONLINE JOB SEARCH TIPS AND TOOLS 2:00 pm—3:00 pm	10 EMPLOYMENT ONTARIO INFORMATION SESSION 2:00 pm—3:00 pm	11 JOB SEARCH STRATEGIES 10:00 am—11:00 am CAREER CRUISING 2:00 pm—3:00 pm	12 EMPLOYMENT ONTARIO INFORMATION SESSION 10:00 am—11:00 am RÉSUMÉ CRITIQUE 2:00 pm—3:00 pm (By appointment only)	13 MOCK INTERVIEW 10:00 am—12:00 pm (By appointment only)
16 CORRECTIONAL OFFICER CAREER INFORMATION SESSION 10:00 am—12:00 pm EMPLOYMENT ONTARIO INFORMATION SESSION 2:00 pm—3:00 pm	17 ONLINE JOB SEARCH TIPS AND TOOLS 2:00 pm—3:00 pm	18 JOB SEARCH STRATEGIES 10:00 am—11:00 am CAREER CRUISING 2:00 pm—3:00 pm	19 STRATEGIC RÉSUMÉS 10:00 am—12:00 pm RÉSUMÉ CRITIQUE 2:00 pm—3:00 pm (By appointment only)	20 MOCK INTERVIEW 10:00 am—12:00 pm (By appointment only)
23 STRATEGIC RÉSUMÉS 10:00 am—12:00 pm EMPLOYMENT ONTARIO INFORMATION SESSION 2:00 pm—3:00 pm	24 EFFECTIVE COVER LETTERS 10:00 am—12:00 pm	25 EMPLOYMENT ONTARIO INFORMATION SESSION 10:00 am—12:00 pm ACE YOUR INTERVIEW 2:00 pm—4:00 pm	26 RÉSUMÉ CRITIQUE 2:00 pm—3:00 pm (By appointment only)	27 MOCK INTERVIEW 2:00 pm—4:00 pm (By appointment only)
30 STRATEGIC RÉSUMÉS 10:00 am—12:00 pm EMPLOYMENT ONTARIO INFORMATION SESSION 2:00 pm—3:00 pm				

April Workshop/Event Descriptions

CORRECTIONAL OFFICER CAREER INFORMATION SESSION: If you are looking for a rewarding career where you can make a difference and help keep Ontario communities safe, this may be the right job for you. Learn more about the position, basic requirements, and the hiring process and speak directly with a recruiter!

April 16: 10:00 am to 12:00 pm

RÉSUMÉ CRITIQUE-BY APPOINTMENT ONLY: One hour résumé critique. (Strategic Résumé Writing must be completed in advance.) **April 5, 12, 19 & 26: 2:00 pm to 3:00 pm**

April 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. **April 4, 19, 23, & 30**

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. **April 24**

PRACTICE INTERVIEWS—BY APPOINTMENT ONLY: Be prepared for your interviews. One-on-one 30 minute practice interview. **April 6, 13, 20 & 27**

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. **April 3 & 25**

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. **April 11 & 18**

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. **April 3, 11 & 18**

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. **April 2, 10, 12, 16, 23, 25 & 30**

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. **April 4, 9 & 17**

UPCOMING SPECIAL EVENT

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Available transit routes
TTC: 52, 58 and 89