



| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | | | | | | | | | | | | | | | | | | |
|--|---|---|---|--|--------|-----------|--|---------|-----------|--|-----------|-----------|--|----------|-----------|--|---------|-----------|--|---|--|---|
| COMPUTERS 101 | | | | | | | | | | | | | | | | | | | | | | |
| <p>LEARN ABOUT JOB FAIRS, GUEST SPEAKERS AND SPECIAL EVENTS</p> <p>Sign-up for email notification of ERC events: www.careerfoundation.com</p> | <p style="text-align: center;">Hours</p> <table border="0"> <tr> <td></td> <td>a. m.</td> <td>p. m.</td> </tr> <tr> <td>Monday</td> <td>9:00-4:00</td> <td></td> </tr> <tr> <td>Tuesday</td> <td>9:00-4:00</td> <td></td> </tr> <tr> <td>Wednesday</td> <td>9:00-7:00</td> <td></td> </tr> <tr> <td>Thursday</td> <td>9:00-4:00</td> <td></td> </tr> <tr> <td>Fri day</td> <td>9:00-4:00</td> <td></td> </tr> </table> | | a. m. | p. m. | Monday | 9:00-4:00 | | Tuesday | 9:00-4:00 | | Wednesday | 9:00-7:00 | | Thursday | 9:00-4:00 | | Fri day | 9:00-4:00 | |  | <p>1</p> <p style="text-align: center;">ERC CLOSED</p>  | <p>2</p> <p style="text-align: center;">Resume Critique <i>by appointment only</i> 9:00 – 11:30</p> |
| | a. m. | p. m. | | | | | | | | | | | | | | | | | | | | |
| Monday | 9:00-4:00 | | | | | | | | | | | | | | | | | | | | | |
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| Fri day | 9:00-4:00 | | | | | | | | | | | | | | | | | | | | | |
| JOB SEARCH EXPRESS | | | | | | | | | | | | | | | | | | | | | | |
| <p>5</p> <p style="text-align: center;">Winning Resumes 1:30 – 3:30</p> | <p>6</p> <p style="text-align: center;">Resume Critique <i>by appointment only</i> 9:00 – 11:00 Designing a Cover Letter 1:30 – 3:30</p> | <p>7</p> <p style="text-align: center;">Job Search Strategies 1:00 – 4:00</p> | <p>8</p> <p style="text-align: center;">Interview Skills 1:30 – 3:30</p> | <p>9</p> <p style="text-align: center;">Resume Critique <i>by appointment only</i> 9:00 – 11:00</p> | | | | | | | | | | | | | | | | | | |
| COMPUTERS 101 | | | | | | | | | | | | | | | | | | | | | | |
| <p>12</p> <p style="text-align: center;">Computer Basics 9:00 – 11:30</p> | <p>13</p> <p style="text-align: center;">Intro. to Word 9:00 – 11:30 Resume Critique <i>by appointment only</i> 2:00 – 3:30</p> | <p>14</p> <p style="text-align: center;">Intro. to E-mail 9:00 – 11:30</p> | <p>15</p> <p style="text-align: center;">E-mailing Your Resume 9:00 – 11:30</p> | <p>16</p> <p style="text-align: center;">Resume Critique <i>by appointment only</i> 9:00 – 11:00</p> | | | | | | | | | | | | | | | | | | |
| <p>The Lawrence Square Employment Resource Centre will be closing its doors on Friday July 16th as we prepare for the new Employment Ontario vision. In August, we will provide a new array of employment services in Suite 435.</p> | | | | | | | | | | | | | | | | | | | | | | |
| <p>The Career Foundation has been operating the Lawrence Square Employment Resource Centre for 13 years. We have enjoyed opportunities to develop relationships with so many of our ERC clients during this time. We look forward to continuing to serve you under the new Employment Ontario model as of August 1st in Suite 435.</p> | | | | | | | | | | | | | | | | | | | | | | |

700 Lawrence Avenue West, Suite 433 Toronto

Across from Lawrence West subway ♦ 416-789-5877 to reserve a seat ♦ www.careerfoundation.com

Job Search Express Series:

Winning Resumes: Learn to: customize your resume to address the needs of each employer and market yourself effectively on paper. Learn key words and proper format.

Designing a Cover Letter: Learn to: write a cover letter to summarize your greatest strengths, skills and achievements and attract the employer's attention.

Job Search Strategies: Learn to: effectively apply **Networking and Information Interviews** as strategies to find employment in the Canadian job market as well as using business directories to **Research and Target** companies to develop job leads. Develop the skills you need for **Cold Calling**.

Interview Skills: Learn to: present a professional image to employers, establish and build rapport. Practice the most commonly asked interview questions and the answers to them.

Computer 101 Series:

Computer Basics: Learn to: use a mouse, insert a disk and navigate the very basics of computer skills. For individuals who have no previous computer knowledge.

Intro To Internet: Learn: what the internet is and how best to make it work for you.

Intro To Email: Learn to: set up an email account with the help of a Resource Specialist.

Emailing Your Resume: Learn to: email your resume and cover letter over the internet. Basic keyboard and mouse skills required.

General Interest Workshop:

Resume Critique: a 30 minute, one-on-one session with a Resource Specialist. **Pre-registration is required.**