

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY													
JOB SEARCH EXPRESS																	
1 Resume Critique <i>by appointment only</i> 9:00 – 11:00 ★★Let's Talk★★ English 2:00 – 4:00	2 Winning Resumes 9:00 – 11:30 Designing a Cover Letter 1:30 – 3:30 <hr/> Personality Dimensions 9:00-12:00	3 Job Search Strategies 9:00 – 12:00 Resume Critique <i>by appointment only</i> 2:00 – 3:30 <hr/> Meet a Professional Job Developer-1:00	4 Interview Skills 9:00 – 11:30 Practice Interviews 2:00 – 3:30	5 Resume Critique <i>by appointment only</i> 9:00 – 11:00 <hr/> Portfolios using basic MS PowerPoint 9:30 – 11:30													
COMPUTERS 101																	
8 Computer Basics 9:00 – 11:30 ★★Let's Talk★★ English 2:00 – 4:00	9 Intro. to MS Word 9:00 – 11:30 Intro. to Internet 1:30 – 3:30 Resume Critique <i>by appointment only</i> 2:00 – 3:30	10 Intro. to E-mail 9:00 – 11:30 Internet Job Search 2:00 – 3:30	11 E-mailing Your Resume 9:00 – 11:30 Resume Critique <i>by appointment only</i> 2:00 – 3:30	12 Resume Critique <i>by appointment only</i> 9:00 – 11:00													
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15 ERC CLOSED  Family Day	16 Winning Resumes 9:00 – 11:30 Designing a Cover Letter 1:30 – 3:30	17 Job Search Strategies 9:00 – 12:00 Resume Critique <i>by appointment only</i> 2:00 – 3:30 <hr/> Meet a Professional Job Developer-1:00	18 Interview Skills 9:00 – 11:30 Practice Interviews 2:00 – 3:30 <hr/> Stress Management 1:30	19 Resume Critique <i>by appointment only</i> 9:00 – 11:00 <hr/> Intro to MS Excel 9:30 – 11:30													
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22 Computer Basics 9:00 – 11:30 ★★Let's Talk★★ English 2:00 – 4:00	23 Intro. to MS Word 9:00 – 11:30 Intro. to Internet 1:30 – 3:30 Resume Critique <i>by appointment only</i> 2:00 – 3:30	24 Intro. to E-mail 9:00 – 11:30 Internet Job Search 2:00 – 3:30 Evening Resume Workshop 5:30 – 7:00	25 E-mailing Your Resume 9:00 – 11:30 Resume Critique <i>by appointment only</i> 2:00 – 3:30 <hr/> Money Matters 1:30	26 Resume Critique <i>by appointment only</i> 9:00 – 11:00 <hr/> Creating Calling Cards with MS Publisher 9:30 – 11:30													
Learn about Job Fairs, Guest Speakers, Special Events Sign-up for email notification of ERC events: www.careerfoundation.com 	<table border="1"> <thead> <tr> <th colspan="2">Hours</th> </tr> <tr> <th></th> <th>a. m. p. m.</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>9:00-4:00</td> </tr> <tr> <td>Tuesday</td> <td>9:00-4:00</td> </tr> <tr> <td>Wednesday</td> <td>9:00-7:00</td> </tr> <tr> <td>Thursday</td> <td>9:00-4:00</td> </tr> <tr> <td>Fri day</td> <td>9:00-4:00</td> </tr> </tbody> </table>	Hours			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 style="text-align: center;">EMPLOYMENT ONTARIO</p>	<p style="text-align: center;">★ L.I.T.E. ★ Information Session <i>Every</i></p> <p style="text-align: center;">Tuesday @ 1:00 pm Wednesday @ 10:00 am Thursday @ 1:00 pm</p>
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700 Lawrence Ave. 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**.

Calling Cards: Learn to: create a business card that highlights your key employment skills making it easy to market yourself to friends, family and employers.

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 MS Word: Learn: basic word processing skills, including how to format and visually enhance your resume and cover letter. Basic keyboard & mouse skills required.

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.

Internet Job Search: Learn to: access the thousands of jobs available to you from our website and on the Internet that are specific to your sector.

General Interest Workshops:

Resume Critique/Practice Interview: a 30 minute, one-on-one session with a Resource Specialist. **Pre-registration is required.** A resume, cover letter and job posting is required at least 2 days in advance of practice interview, as well as participation in the **Interview Skills** workshop.

Let's Talk English: If English is your second language and you want to strengthen your conversational skills, we will be holding weekly drop-in sessions for you to practice every Monday. Coffee provided.

L.I.T.E. session: A L.I.T.E. Information Session is a FREE two-hour workshop that helps people become aware of the programs and services available in the community, that will help them reach their employment goals.