

April 2015

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Job Quest Weekly Videos	2 Job Search Session	3 CLOSED FOR GOOD FRIDAY
6 Happy Easter Everyone!! 	7 Interview Prep Session	8 Job Quest Weekly Videos	9 Resume Writing Session	10
13	14 Job Search Session	15 Job Quest Weekly Videos	16 Cover Letter Writing	17
20	21 Resume Writing Session	22 Job Quest Weekly Videos	23 Career Planning Session	24
27	28 Cover Letter Writing	29 Job Quest Weekly Videos	30 Interview Prep Session	

Free group sessions to meet your job search needs!

Pre-registration is required for the group sessions. We also take walk-ins for one on one sessions.

Resume Writing

- Promote your skills and abilities with a targeted resume that truly reflects you

Interview Preparation

- Learn interview do's, don'ts and follow-ups; typical questions and appropriate responses

Job Search Techniques

- Learn how to network to your advantage; explore the hidden job / labour market
- Develop a 30 second commercial to present your key qualifications to an employer

Career Planning

- Explore new directions and plan for change! Set goals to reach your target

Cover Letter Writing

- Write a letter that responds to an ad and when there has been no advertisement
- Learn cover letter parts and formats

Weekly Job Search Videos

- Videos on Job Searching, Interview Prep and Resume Writing

Resource Area

Free services available
for Job Search

- Internet Computers
- Phone / Fax Machine
- Photocopier
- Daily Newspapers
- Resource Library
- Job Board

Job Quest - Career Services

#120 - 511 Robinson Avenue

Phone: (204) 482-2100

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Email: jobquest@sdclc.ca

<http://www.selkirklearningcentre.ca/jobquest/home.htm>