

# CAREER SCOPE

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## Look No Further For Your Job Search Preparation

**Job Quest Career Services** is a not-for-profit program that provides free job search-oriented workshops and resources to assist individuals with their job search needs. Our services are available for Selkirk & District, Stonewall and Northeast Interlake residents who are unemployed adults and have been out of high school for one year.

Job Quest Career Services provides two dynamic ways to assist you with your job search. You can either take advantage of our Resource Centre (see above inset for details) or participate in the following free workshops :

**Resume Workshop** – Learn how to write a resume, a valuable skill that will last a lifetime.

### Our Resource Centre Offers ...

- Six computers and laser printer for typing resumes or surfing the Internet
- Job search, education & training materials and books
- Job board and newspapers
- Free faxing and photocopying resumes
- A job phone for calling employers
- And more...

### Interview Skills Workshop

Know how to prepare for interviews and respond to typical questions.

**Job Search Techniques Workshop** – Learn effective methods for looking for work and how to access the hidden job market.

### Career Planning Workshop

Unsure of what you want to do for a career or want a career change? Come see us and explore the possibilities.

### We Take Our Services on the Road!

If you live in the Arborg, Fisher Branch, Gimli or Stonewall area, Job Quest is coming out your way!

We offer resume writing workshops and separate appointments for interview preparation, career planning and job searching. To find out when we will be in your area or for more information call us at (204) 482-2100 or toll free 1 (866) 482-2100. You must call to register because seating is limited.

Job Quest Career Services is located at the Selkirk & District Community Learning Centre, 511 Robinson Ave., Selkirk. Feel free to drop in and check out our free services and resources!

## The one-size-fits-all resume usually doesn't fit

Sending generic resumes will get you nowhere fast. You're about to start your job hunt and you've come up with what you believe to be a masterful plan. You'll put together the best resume you can, and then fire it off to as many companies as possible, in the hopes that it will be a good match for at least *one* job in some organization.

This strategy is great for helping you feel like you're really accomplishing something in your job search. But, the problem is that it is far more likely to be a waste of your time, energy and money. The one-size-fits-all-resume (and its cousin, the one-size-fits-all cover letter) just doesn't work in most cases.

Your resume is your 30-second first impression with a potential

employer. These days, employers are only interested in reading resumes that are tailored to the positions they need to fill.

Need help doing this? Phone or drop in to see us today!

*From www.youngmoney.com  
Vogt, Peter. "The one-size-fits-all resume usually fits nothing."*

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### Points to Ponder During Your Job Search:

- Did you know that 80% of available jobs in Manitoba are not advertised & that only 10 out of every 100 job seekers will pursue them?
- That means most job seekers are competing for only 20% of available jobs. No wonder they get frustrated!

# Workshops To Give Your Job Search An Edge!

Looking for work may sometimes feel like a burdensome activity, but what can help to make it less overwhelming is to learn the latest information on resume writing, interviewing, job searching and career planning.

Job Quest – Career Services offers four free well-rounded workshops that target the needs of your job search. Here is an overview of the workshops and the benefits of attending.

## How will I benefit from taking a...

### Resume Writing Workshop

You may or may not have a resume but this workshop will benefit you in either case. Resume Writing is designed to help you learn the key components of a resume and cover letter. Having an understanding about resume formats and which format is best for you will help you address issues such as work gaps, lack of education or experience, incarceration, etc. You will also know what relevant skills to list for a particular job and how to target your resume. Essentially, you will develop an appealing and informative marketing tool that gives you a competitive edge over other job seekers.

### Job Search Techniques Workshop

The key ingredient to a successful job search is preparing and organizing your plan of action. Tips are provided on how to plan a daily schedule & manage your time effectively, how to access the hidden job market, and stay focused and motivated.

*“It is all about fine-tuning your ability to present yourself as the ideal candidate”*

Broaden your job search by using different techniques such as networking, making cold calls and arranging informational meetings. These are proven methods that get results.

### Interview Skills Workshop

*...So, tell me about yourself? ..How would our company benefit from hiring you? ... What are your weaknesses? ...*

How prepared are you when you are asked these questions in an interview? Get prepared with us. Interviewing can be an overwhelming experience when you are faced with a question that you didn't expect. Learn how to prepare for the questions that

may be asked, what type of questions you should and should not be asking, and understand the various types of interview styles.

It is all about fine-tuning your ability to present yourself as the ideal candidate. Don't leave it up to chance. Come see us today because where else will you get the insight and tools you need to perform effectively in an interview?

### Career Planning Workshop

Have questions about choosing a career or making a career change? If you are trying to figure out which career path to choose, this workshop will get you started. Assess your interests, understand your values, examine your personal traits, evaluate your likes and dislikes in a work environment and prepare a comprehensive action plan to make it all happen!



## Job Search Quiz

### 8 Questions About Effective Job Search Methods

- |    |  |      |       |
|----|--|------|-------|
| 1. | Most people know how to effectively search for a job.  | True | False |
| 2. | Most job vacancies are advertised.   | True | False |
| 3. | Effective job search methods are the same for all occupational fields.   | True | False |
| 4. | Using several sources for job leads is more effective than using just one.   | True | False |
| 5. | The most effective job seekers are those that know what they want from their career.                                 | True | False |
| 6. | Job seekers should screen potential employers as much as they are screened by them.                                  | True | False |
| 7. | The best way to get a job is to convince an employer that you will start at a lower salary than any other candidate. | True | False |
| 8. | Job search effectiveness requires organization.  | True | False |

Answers provided on page 4

Adapted from Job Search Quiz; [www.thomasmore.edu](http://www.thomasmore.edu)

## Looking to Upgrade?

Job seekers and employees gain a variety of benefits from general or academic upgrading. This often improves a job seeker's chance for employment, enhances employees' performance on-the-job, and develops a greater capacity to adapt to change and to respond to competitive challenges. As a result of upgrading, individuals gain rewards and recognition in the form of career opportunities, promotions, better pay and job security.

### ***Benefits of upgrading and improving skills may include:***

- Ability to complete the same tasks faster and more accurately
- Improved morale and self-esteem
- Ability to work better with coworkers or in teams
- Improved reading, writing, numerical, communication and problem-solving skills
- Greater chance of being hired, promoted or transferred into new positions
- Increased pay or responsibility

*Adapted from "Upgrade Your Skills." Victoria County Career Services Connections January/ February 2004: 3.*

<b>Program</b>	<b>Start Date</b>	<b>Learning Style</b>	<b>Cost</b>	<b>Outcome</b>	<b>Contact</b>
Lord Selkirk Learning Centre	Sept - June Continual (Classes are at set times)	Individualized or In Class	\$50 registration fee	Upgrading / High School Diploma	(204) 482-2121
Adult Literacy Program & GED Preparation (Selkirk Friendship Centre)	Fall and Winter Sessions (Tentative)	In Class & One-on-One Tutoring	Free	Upgrading	Shirley Skogan (204) 482-7525
MB Education & Youth Independent Study Option Grade 1 - Senior 4	Continual	Distance	Tuition fees vary	Upgrading	1 (800) 465-9915
MB Education & Youth General Educational Development Testing (GED)	Continual	Distance	\$65 registration fee	GED Certificate	1 (877) 716-3889

Check out [www.localcourses.com](http://www.localcourses.com), a comprehensive directory of education and training opportunities on the Internet. It's an easy-to-use, low cost service designed for continuing education course providers.

Job Quest has a broad assortment of post secondary and continuing education information. Come and see for yourself!

*Drop in or call us today!*

## JOB QUEST - CAREER SERVICES

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Selkirk, Manitoba R1A 1E5

Phone: (204) 482-2100  
Toll free: (866) 482-2100

Hours of operation:  
8:30 - 4:30  
Monday to Friday

Visit our web site: [selkirklearningcentre.ca](http://selkirklearningcentre.ca)



### JOB QUEST'S RESOURCE AREA

*Drop in and browse through our resources.  
There's lots to see!*

## Job Search Quiz - Answers

1. **FALSE.** Most people believe that all we have to do is send out resumes, fill out applications and interview. By not effectively job searching, many people find themselves in a situation where they panic and end up settling for something less than they are worth. This is called underemployment and much of this can be avoided by using effective job search methods.
2. **FALSE.** More job openings exist in the hidden job market than are advertised. About 80% of all employment comes from the hidden job market (Jackson, 1991). The hidden job market spans from the time a manager decides to create/fill a job to the time it is officially announced. This time frame can work to your advantage. The hidden job market is more prevalent in small businesses than in large businesses, who tend to formalize their hiring process. Another method is using informational meetings to contact potential employers and create a powerful source for job leads and an excellent networking tool.
3. **FALSE.** Job search methods vary from one occupation to another. An effective job search plan incorporates 2-3 of the methods listed below.
4. **TRUE.** Using a variety of job search techniques will broaden your chances of securing employment. Different methods include: networking, direct contact, informational meetings, on-campus interviewing, employment agencies, want ads, writing to employers, professional associations and placement agencies.
5. **TRUE.** Effective job seekers engage in a process of self assessment that focuses on interests, skills and values. Having identified these important factors, job seekers are able to focus their time and energy on leads that will get them closer to their goals and disregard those that do not fulfill them.
6. **TRUE.** Often job seekers do not screen employers because they are anxious to get the job, or any job for that matter, in order to start earning an income. By asking an employer for information on the position as well as the organization, you can determine if it is a suitable place to work.
7. **FALSE.** The key is to convince an employer that you will bring more value to the organization than you will cost it. Instead of defining the job search in terms of your own needs such as "I need a job", define it in terms of what the employer needs. Answer the question, "Why should I hire you?". You don't want to be the lowest bidder, the key is to be the most qualified applicant.
8. **TRUE.** Organization can often make the difference between a successful job search and an unsuccessful one. Tips: Set up an area where all your job search information is located; keep accurate records of your activities; and have time set aside each day for your job search.