

**FREE SERVICES**



AUGUST 2019  
**SCARBOROUGH**  
 WORKSHOPS & EVENTS

JVS Employment Source  
 Scarborough  
 2868 Ellesmere Road  
 Scarborough, ON M1E 4B8  
 services@jvstoronto.org  
 To register for a workshop,  
 call 416-286-0505

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 <b>Preval Online</b> By Appointment	2 
5 <b>Civic Holiday</b> Office Closed	6	7 <b>Resume Skills &amp; Cover Letters</b> 9:30 am - 12:00 pm	8 <b>Interview Skills</b> 9:30 am - 12:00 pm	9
12 <b>Career Cruising</b> By Appointment	13 <b>Preval Online</b> By Appointment	14 <b>Accessing the Hidden Job Market</b> 10:00 am - 12:00 pm	15	16 <b>Career Cruising</b> By Appointment
19 <b>Preval Online</b> By Appointment	20	21 <b>LinkedIn Workshop</b> 10:00 am - 12:00 pm	22 <b>Resume Skills &amp; Cover Letters</b> 2:00 pm - 4:30 pm	23 <b>Career Cruising</b> By Appointment
26	27 <b>Interview Skills</b> 2:00 pm - 4:30 pm	28 <b>Preval Online</b> By Appointment	29 <b>Career Cruising</b> By Appointment	30

**For descriptions of programs and workshops, visit [www.jvstoronto.org](http://www.jvstoronto.org)**



Every individual has opportunities for employment.

EMPLOYMENT • RECRUITMENT • ASSESSMENTS





## RESUME SKILLS & COVER LETTERS

### Tell employers what makes you the top candidate for the job.

Do you know what the components of an effective resume are? What is the best resume format for you: chronological, functional or combination? What are references? Get important information in order to produce a resume that gets results and learn how to get your cover letter noticed by hiring professionals!



## LINKEDIN WORKSHOP

### It is no longer enough to just have a resume.

Professional job seekers from a variety of career backgrounds, including new graduates, should build their own brand! This workshop focuses on best practices related to job search via social media, in particular, how to leverage LinkedIn to access employment opportunities. Learn how to expand your network and develop your online presence. Update your profile and really get noticed by both your existing and new connections, bringing potential employers to you.



## ACCESSING THE HIDDEN JOB MARKET

### Define your competitive edge!

Learn strategies that will help you tap into the hidden job market in order to obtain employment sooner. This workshop will cover networking, cold calling and informational interviews.



## INTERVIEW SKILLS

### Get to know recruiter interview secrets.

Want to make your interview a more successful experience? Obtain valuable information about the job interview process by learning about various types of interviews and how to prepare for challenging questions. Get a better understanding of why employers ask specific questions and what they are looking for in your answers. Dressing and grooming as well as follow up methods will be covered.

**Also Available: Mock Interviews.** Practice what you have learned in our interview workshops. Various types of questions will be asked including functional and situational questions.



## SECOND CAREER ORIENTATION

### Interested in retraining for a new career?

An initiative of the Ministry of Advanced Education and Skills Development (MAESD), this program aims to support individuals who have been laid off and require skills training to help them to find in-demand employment in Ontario.

## Online BY APPOINTMENT

### PREVAL ONLINE

A testing tool for clients to assess soft skills. Clients can obtain test results and get a better understanding on their strengths as well as the skills they need to improve on.

### CAREER CRUISING

An online tool to look for job postings across Canada, explore interests, assess learning styles, learn about careers and explore educational programs.

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