

**FREE  
SERVICES**



SEPTEMBER 2019  
**JANE-FINCH**  
 WORKSHOPS & EVENTS

JVS Employment Source  
 Jane-Finch  
**Jane Finch Mall**  
 1911 Finch Ave W, Unit 3  
 janeandfinchonline@jvstoronto.org  
 To register for a workshop,  
 call 416-636-2481

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 <b>Labour Day</b> Office Closed	3	4	5  <b>Resume Writing</b> 10:00 am - 12:00 pm	6
9	10	11  <b>Interview Skills</b> 10:30 am - 12:30 pm	12	13
16	17  <b>Resume Writing</b> 2:00 pm - 4:00 pm	18	19	20
23	24  <b>Interview Skills</b> 2:00 pm - 4:00 pm	25	26  <b>Job Search on the Internet</b> 2:00 pm - 4:00 pm	27
30				28  <b>Call or drop in to get started!</b> We register new clients daily from 9:30am-4:00pm

**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.



## JOB SEARCH ON THE INTERNET

### **Define your competitive edge!**

Learn how to create a scannable and text resume. Also learn how to fill out an on-line application form and attach a resume. In addition, gain knowledge of job search links and trends.



## 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.



## SECOND CAREER

### **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.

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