

## Job Search

### Resume Developer

A full overview of current resume styles. Participants will leave with tools for developing an effective resume.

### Resume Tweaker

Come to this workshop with an existing resume for the finishing touches. Formatting and styles are reviewed.

### Catchy Cover Letters

An overview of the components of cover letters to grab an employer's attention.

### Power Interviews

Participants will increase confidence in approaching interviews and presenting their skills and abilities to prospective employers.

### Hidden Job Market

Learn a variety of skills that will take you beyond the newspaper search and could lead you to a rewarding career.

### Job Search 2.0

Advanced online job search. Learn about tools to manage your online image, develop your network, organize your job search and more.

## Please Note

Most workshops require advance registration and often have waiting lists. If you have booked a seat but are not able to attend, please call 250-714-0085. If you have not used the booked seat by the start of the workshop, it will be offered to standby participants.

## Computer Basics

### WORD® 2007 Basics

Beginners will learn the basics of Microsoft WORD® 2007 for job search documents. Familiarity with mouse and keyboard is required.

### Internet Basics

Receive an orientation to basic internet skills for finding employment information.

### Email Basics

Learn how to set up a "Gmail" account and discover sending and receiving email for job search activities.

### Introduction to Keyboard and Mouse

Beginners will have an opportunity to practice using the keyboard and mouse.

## Career Decision Making, Labour Market Information & Other

### Personality Dimensions®

Learn your temperament type, identify strengths and improve communication.

### Career Cruising®

Get the password and learn how to explore Canadian career and training information on this regularly updated website.

### SkillScan®

64 cards define each skill and relate it to one of seven skill categories. The SkillScan card sort helps to identify strengths and transferable skills.

### \* Strong Interest Inventory®

Take an online assessment of your interests and receive an individualized report on which occupations you are most likely to find satisfying.

### \*COPSystem

#### Career Measurement®

Take interest and values inventories and an aptitude test to learn the grouping of career fields that would best suit you.

### Career Decision Making System®

Take this self scored Canadian Interest Survey to discover the most appropriate career cluster matches.

### Career Values Card Sort®

Use the Knowdell™ Career Values Card Sort to prioritize your work values.