



August 2010

Mon	Tue	Wed	Thu	Fri
2 Center Closed Civic Holiday	3 Job Search workshop	4 Job Quest Weekly Video	5 Resume Writing Workshop	6
9	10 Interview Prep workshop	11 JOB QUEST WEEKLY VIDEO	12 Cover Letter Workshop	13
16	17 Career Planning Workshop	18 Job Quest Weekly video	19 Job Search workshop	20
23	24 Resume Writing Workshop	25 Job Quest Weekly Video	26 Interview Prep Workshop	27
30	31 Career Planning Workshop			

Free workshops or condensed sessions designed to meet your job search needs!

Due to limited class size, pre-registration is required. Condensed sessions are based on appointment. Call us! ☎

Resumé Writing

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

Interview Preparation

- Learn interview do's, don'ts and follow-up; 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 format
- **Weekly Job Search Videos**
- Videos on Job searching, Interview Prep, and Resume writing
- Every Wednesday . Sign in with front reception.

Resource Area!

Free Services available for Job Search

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

JOB QUEST – CAREER SERVICES

#120 – 511 Robinson Avenue
Selkirk, Manitoba R1A 1E5

PHONE: (204) 482-2100 or
TOLL FREE : (866) 482-2100

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

Funding provided by the Province of Manitoba and the Government of Canada Employment Insurance Account