

GET THE EDGE

JOB TIPS

- Have a normal email address; **NOT** Blondie@aol.com
- Gear your resume to the job you are applying for.
- Have more than one resume.
- Always research the company and reflect this in your cover letter.
- Have someone else proofread your resume.

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youthab
youth habilitation quinte inc.

counselling, housing, employment.

EMPLOYMENT ONTARIO **EMPLOI ONTARIO**
Your job is out there. We'll help you find it. Une offre est attendue. Nous vous aidons à la trouver.

Career Edge

VOLUME 1, ISSUE 1

JANUARY 2012

Greetings from the... Assistant Director

Happy New Year!

As 2012 commences, we look back on 2011. It was a year of growth in many of the communities we serve and we are pleased to highlight some of the new employment opportunities available.

In Quinte West, we saw expansion at MKR with the installation of a new paint booth which resulted in the hiring of new staff. Trenton Cold Storage has expanded and has hired and staffed the new Kellogg Warehouse. Studio 11 opened a new salon and Captain George's Fish and Chips opened in the downtown core. We also benefited from the face lift on Front Street and the subsequent opening of a new pub, shops and office space. In Brighton, Canadian Fertility Consulting expanded their business and a new Home Care Business, Keystone Care, has recently opened. In Campbellford, we saw a significant expansion at Church Key Brewery.

In Prince Edward County numerous small businesses; William's Family Diner, Just a Second, Stars End 3D Photography, Armstrong's Auto Services, VITS Mechanical Services, Mark's 4 Seas, French Country, Spa on King, Blooms and Events, Gilbert Furniture, Country Wear, Saraswati Nutritional Supplements and Perennial Pilates to name just a few, have contributed to employment opportunities locally. We are also excited that Clean Development Group Inc./ Solar Science Inc. has broken ground on their new installation and will be opening soon. We look forward to working with them in 2012.

In Lennox & Addington, the construction of Solar Farms has been a steady source of employment with 4 large projects starting within the last year. Willy Dog, a local manufacturer of stainless steel hot dog carts and a variety of vending and concession fixtures has been awarded "Manufacturer of the year 2011". Goodyear, GT Machining, RC Industrial Service and Continental Conveyor continue to offer opportunities in the manufacturing sector as well.

We were pleased to assist many of the employer's above in filling their staffing requirements and look forward to continuing our relationship with them in 2012. Their continued growth means opportunities for our clients to obtain long term employment.

Diane Roberts

Job Search Resolutions for the New Year

1. Do an informational interview. It's a great way to network and gain some useful information.
2. Get your finances in order. It's hard to focus on your job search when you're worrying about money.
3. Take a free online course to hone your computer skills. If you get an interview that requires you to take a computer test, you'll be prepared!
4. If your resume hasn't been working for you, it might be time for a change. Google the different ways you can tailor it to meet your needs.
5. Market yourself! Social Networking is more than just updating your status.
6. Come into Career Edge where we can help you with your resume, job search and look at your career goals. New Year means new start!

All the best in 2012!

Career Edge offre des services en français!



Sonia Caron & Tanya Morin sont ici pour vous aider en français.

Vous parlez français et vous aimeriez être servie en français, venez nous voir!

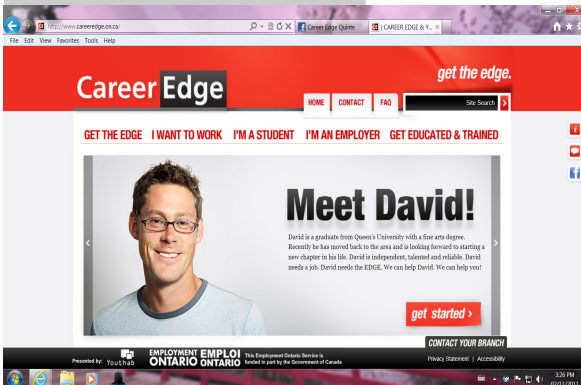
Dans notre centre de ressource, nous pouvons vous aider à :
Créer ou traduire votre curriculum vitae et/ou lettre de présentation

- Faire une recherche d'emploi
- Remplir des applications d'emploi en ligne
- Trouver une école, un collège ou une université pour soit; terminer votre secondaire ou retourner aux études

De plus notre Conseillère à l'emploi peut vous aider à :

- Remplir l'application pour le programme de Prestation d'Aide au Travail Indépendant de l'Ontario (PATIO)
- Savoir si vous êtes éligible pour appliquer au programme de deuxième carrière
- Avoir une assistance individuelle pour vous aider avec votre recherche d'emploi.

The World Wide Web...



Do you know what you can do at www.careeredge.on.ca? Our interactive website allows you to view current job postings, view our success stories, and have immediate access to our facebook fan page and blog. We have numerous job tips to help you with your career search. Find out what programs we offer and sign up online for our various workshops such as Smart Serve and Career Explorations. You can also like us on facebook! Get notified when we add a new posting or job tip! Find us at Career Edge Quinte!



Career Edge has been providing employment services since 1987 and has offices in Campbellford, Napanee, Northbrook, Picton and Trenton. Career Edge provides a variety of Employment Ontario services for Youth and Adults.

Job Board

Our job board has over 100 jobs posted daily. As a registered client you will have access to our board. Jobs from all the various websites (ie Job Bank, Hot Jobs) are printed and posted daily on our Job Board so all of our jobs are current.

We also post all the jobs our Job Developers help create with local businesses. These jobs can range from a Customer Service Representative to an Automotive Technician.

Come into Career Edge at any of our locations and we'll help you **GET THE EDGE!**



Campbellford 705-632-0218	Career Edge 65 Bridge St. E. Campbellford, ON K0L 1L0	Monday-Friday 8:30-12 & 1-4:30
Napanee 613-354-0425	Career Edge 9 Advance Avenue Napanee, ON K7R 3Y5	Monday-Friday 8:30-4:30
Northbrook 613-336-9067	Career Edge 12497A Hwy 41, Unit 5 Northbrook, ON K0H 1K0	Monday-Thursday 8:30-12 & 1-4:30
Picton 613-476-6456	Career Edge 103-141 Main St. Picton, ON K0K 1H0	Monday-Friday 8:30-4:30
Trenton 613-392-9157	Career Edge 81 Dundas St. W. Trenton, ON K8V 3P4	Monday-Thursday 8:30-5:30 Friday 8:30-4

Workshop Descriptions

** There is a charge for this workshop

CAREER EXPLORATION: This workshop will assist you in starting your search for a new career by helping you walk through the process of self exploration that is necessary when changing careers, or starting out in the workforce for the first time.	COMPUTER BASICS FOR JOB SEEKERS This 2 hour hands on workshop focuses on computer essentials for job seekers.	DRESS FOR SUCCESS: This 2 hour workshop looks at the importance of dressing for success, both during the job search process and in the work place.
INTERVIEW TECHNIQUES: This workshop stresses that in any interview, the key to success is PREPARATION. Over 90% of what you need to do for an interview happens BEFORE the interview!	JOB SEEKERS: An effective job search is an important tool in building a successful career. A job seeker who chooses a job related to his/her career goals will be better prepared to begin a career in the right track.	LABOUR MARKET INFORMATION: This one and a half hour workshop introduces the topic of labour market information, and how it can be used to assist individuals with finding employment.
MATURE JOB SEEKERS: Mature job seekers face different challenges than their younger cohorts when looking for work. Myths about older workers often impact on employer's decisions, even though older workers are statistically more promising employees.	RESUMES & COVER LETTERS: Having an effective and outstanding resume is a MUST for any job seeker. Your resume is your ticket to an interview, so it must not only catch the reader's attention, but be succinct and flawless.	SERVICE EXCELLENCE™**: This is a dynamic, interactive and engaging one-day workshop for individuals interested in a career in the customer service industry.
SMART SERVE™**: This 3 hour workshop is a certification workshop for responsible alcohol beverage service and results in qualification to serve alcohol in Ontario	SUCCESS @ WORK: This is a new 2 hour seminar for individuals who have a hard time maintaining work.	UNIQUELY YOU!: Join us for this new 3 hour workshop where you can explore your personal values, traits, strengths, characteristics and behaviours through the Personality Dimensions™ program.

WORKSHOP SCHEDULE

January-March, 2012

January

Career Explorations	Computer Basics	Dress for Success	Interview Techniques	Job Seekers	Labour Market Information
Thurs., 12th 10-12 Thurs., 26th 10-12	Thurs., 19th 10-12 & 2-4 Tues., 31st 10-12 & 2-4	Wed., 18th 2-4	Mon., 16th 10-12 Mon., 30th 10-12	Mon., 9th 2-4 Wed., 25th 2-4	Wed., 18th 10-11:30
Mature Job Seekers	Resumes & Cover Letters	Service Excellence™**	Smart Serve™**	Success @ Work	Uniquely You
Monday 9th 10-12 Mon., 23rd 10-12	Fri., 20th 10-11:30	Tues., 17th 9-4	Wed., 11th 9-12 Wed., 25th 9-12	Mon., 16th 2-4 Mon., 30th 2-4	Tues., 10th 9-12 Tues., 24th 9-12

February

Service Excellence™:
Will not be offered during the month of February

Career Explorations	Computer Basics	Dress for Success	Interview Techniques	Job Seekers	Labour Market Information
Thurs., 16th 10-12 Tues., 28th 10-12	Thurs., 23rd 10-12 & 2-4	Tues., 21st 10-12	Mon., 13th 10-12 Mon., 27th 10-12	Mon., 6th, 2-4 Mon., 20th 2-4	Thurs., 16 2-3:30
Mature Job Seekers	Resumes & Cover Letters	Smart Serve™**	Success @ Work	TBA	Uniquely You
Mon., 6th 10-12 Mon., 20th 10-12	Fri., 17th 10-11:30	Wed., 1st 9-12 Wed., 15th 9-12	Tues., 21st 2-4	Wed., 22nd New workshop. Details to follow.	Thurs., 9th 9-12

March

Smart Serve™:
Will not be offered during the month of March

Career Explorations	Computer Basics	Dress for Success	Interview Techniques	Job Seekers	Labour Market Information
Tues., 14th, 10-12 Tues., 28th 10-12	Thurs., 9th 10-12 & 2-4 Thurs., 30th 10-12 & 2-4	Thurs., 16th 10-12	Mon., 13th 10-12 Mon., 27th 10-12	Tues., 7th 10-12 Tues., 21th 10-12	Wed., 8th 10-11:30
Mature Job Seekers	Resumes & Cover Letters	Service Excellence™	Success @ Work	TBA	Uniquely You
Mon., 6th 10-12 Mon., 20th 10-12	Fri., 3rd 10-11:30 Fri., 17th 10-11:30 Fri., 31st 10-11:30	Thurs., 2nd 9-4	Thurs., 23rd 10-12	Wed., 15th Wed., 29th	Wed., 1st 9-12 Wed., 22nd 9-12

To sign up for any of our workshops please call 613-392-9157, drop into our Resource Centre at 81 Dundas St. W, Trenton or visit our website at careeredge.on.ca. There is a \$30 fee for our Smart Serve and a \$45 fee for Service Excellence to cover the cost of materials. All of our other workshops are free.

Please note that workshop times and dates are subject to change.