



GROUPE / GROUP  
**Atlantic Human Services Inc.**  
Services humains de l'Atlantique Inc.

A SOCIAL MANAGEMENT COMPANY  
UNE ENTREPRISE DE GESTION SOCIALE  
www.theahsgroup.com

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## STUDENT JOBS AND PROGRAMS / EMPLOIS ET PROGRAMMES POUR ÉTUDIANTS

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### **Public service student recruitment programs**

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Discover employment programs for secondary, college and university students.

#### **Federal Student Work Experience Program**

Discover the Federal Student Work Experience Program that provides full-time students with jobs in the public service.

#### **Research Affiliate Program**

Find information on research opportunities related to your degree program.

#### **Post-Secondary CO-OP/Internship Program**

Find out how full-time students can obtain a work placement.

#### **Specialized recruitment programs**

Find out about career development programs offered in the public service.

#### **Other specialized recruitment initiatives**

This is a link to additional specialized recruitment initiatives led by other federal government departments and agencies.

<https://www.canada.ca/en/public-service-commission/jobs/services/recruitment/graduates.html>

#### **Post-Secondary Recruitment Program**

You are eligible to apply if you have a college diploma or university degree, or will have one soon.

#### **Federal Student Work Experience Program (FSWEP)**

Ongoing student recruitment for full-time or part-time work.

### **Programmes de recrutement pour étudiants à la fonction publique**

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Consultez les programmes de recrutement pour étudiants de niveaux secondaire, collégial et universitaire.

#### **Programme fédéral d'expérience de travail étudiant**

Découvrez le programme qui permet aux étudiants à temps plein de travailler à la fonction publique.

#### **Programme des adjoints de recherche**

Renseignez-vous sur les stages de recherche liés à votre domaine d'études.

#### **Programme d'enseignement coopératif/de stage**

Découvrez comment les étudiants à temps plein peuvent effectuer des stages en milieu de travail.

#### **Programmes de recrutement spécialisés**

Renseignez-vous sur les programmes de perfectionnement professionnels à la fonction publique.

### **Autres initiatives de recrutement spécialisées**

Voici un lien vers d'autres initiatives de recrutement spécialisées menées par d'autres organisations de la fonction publique fédérale.

<https://www.canada.ca/fr/commission-fonction-publique/emplois/services/recrutement/diplomes.html>

### **Programmes de recrutement des diplômés à la fonction publique**

Vous êtes admissible si vous possédez un diplôme d'études collégiales ou universitaires, ou si vous en obtiendrez un sous peu.

### **Programme fédéral d'expérience de travail étudiant (PFETE)**

Recrutement continu d'étudiant pour des postes à temps plein ou à temps partiel.

### **WorkingNB / TravailNB**

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Services for Job Seekers - Services pour chercheurs d'emploi

<http://www.workingnb.ca/>

COVID-19 Response Jobs Board/JobMatchNB - Tableau des Emplois en réponse à la COVID—19 (JumelageEmploiNB)

<https://magnet.whooplusyou.com/lp/COVID19Jobboard>

Virtual Job Fairs – Salons virtuels de l'emploi

<http://theworkroom.homestead.com/VJP-demo.html? =1587350794667>

### **SEED**

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The Student Employment Experience Development (SEED) program provides funding to employers to create summer job opportunities for post-secondary students. The program provides eligible students with a summer job of up to twelve (12) weeks in duration with a New Brunswick employer between April 27th and September 4th, 2020.

#### **Steps for Students wanting to apply for SEED funded positions:**

1. Research job opportunities in the Employer Directory on [www.NBSEED.ca](http://www.NBSEED.ca) beginning March 16, 2020.
2. Apply for jobs and go through the employers' recruitment process to ensure a successful work placement.
3. The hiring decision rests with the employer.

Le programme Stage d'emploi étudiant pour demain (SEED) offre du financement aux employeurs afin de créer des possibilités d'emploi d'été pour les étudiants postsecondaires. Le programme offre aux étudiants admissibles un emploi d'été d'une durée maximale de douze (12) semaines auprès d'un employeur du Nouveau-Brunswick entre le 27 avril et le 4 septembre 2020.

### **Étapes à suivre pour les étudiants souhaitant postuler à des postes SEED :**

1. Recherchez les offres d'emploi dans le Répertoire des employeurs sur [www.NBSEED.ca](http://www.NBSEED.ca) à partir du 16 mars 2020.
2. Postulez à un emploi et suivez le processus de recrutement des employeurs pour vous assurer d'un placement de travail réussi.
3. La décision d'embauche appartient à l'employeur.

[https://www2.gnb.ca/content/gnb/en/services/services\\_renderer.5099.Student\\_Employment\\_Experience\\_Development\\_\(SEED\)\\_-\\_Students.html](https://www2.gnb.ca/content/gnb/en/services/services_renderer.5099.Student_Employment_Experience_Development_(SEED)_-_Students.html)

### **Off campus jobs / Emplois hors campus**

<https://www.umoncton.ca/emploi/?case=4&Type=1>



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## WEBSITES FOR JOB SEEKERS / SITES POUR LA RECHERCHE D'EMPLOI

### Websites for job postings / Sites pour les offres d'emploi

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[www.jobbank.gc.ca/home](http://www.jobbank.gc.ca/home)

[www.careerbeacon.com/](http://www.careerbeacon.com/)

[www.indeed.ca](http://www.indeed.ca)

[www.nbjobs.ca/jobs](http://www.nbjobs.ca/jobs)

<https://magnet.whoplusyou.com/lp/employmentnb>

[www.kijiji.ca/b-jobs/moncton/c4511700001](http://www.kijiji.ca/b-jobs/moncton/c4511700001)

[www.eluta.ca](http://www.eluta.ca)

[www.monster.ca](http://www.monster.ca)

[www.wowjobs.ca/](http://www.wowjobs.ca/)

[www.workopolis.com/en/](http://www.workopolis.com/en/)

[www.careerowl.ca](http://www.careerowl.ca)

[www.glassdoor.ca/Job/index.htm](http://www.glassdoor.ca/Job/index.htm)

<https://emploisfp-psjobs.cfp-psc.gc.ca> (Federal Government/Gouvernement fédéral)

[www.ere.gnb.ca//competition.aspx](http://www.ere.gnb.ca//competition.aspx) (Provincial Government/Gouvernement provincial)

### Southeast Company Directories / Annuaire des entreprises du sud-est

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**Moncton:** <http://downtownmoncton.com/business-directory/>

**Salisbury:** <http://www.salisburynb.ca/VillageOfSalisbury/index.php/home/business-community-servicesdirectory>

**Memramcook:** <https://www.memramcook.com/en/business/business-directory>

**Sackville:** <https://sackville.com/directory/>

**Shediac:** <https://shediac.ca/en/business-and-services/businesses>

**Beaubassin East:** <http://www.beaubassinest.ca/entreprises.cfm>

**Cap-Pelé:** <https://www.cap-pele.com/fr/affaires/commerces-de-la-region>

**Rexton:** <http://www.villageofrexton.com/community/business/>

### Other/Autre

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**Ville de Dieppe:** [www.dieppe.ca/fr/emplois/emploi.aspx](http://www.dieppe.ca/fr/emplois/emploi.aspx)

**City of Moncton/Ville de Moncton:** [www.moncton.ca/my-govt-work/careers](http://www.moncton.ca/my-govt-work/careers)

**Town of Riverview:** [www.townofriverview.ca/town-hall/employment-opportunities](http://www.townofriverview.ca/town-hall/employment-opportunities)

**Station de radio CJSE Radio Station:** <http://www.cjse.ca/actualites/guichet-emploi/>

## **STUDENT EMPLOYMENT IN THE LOCAL AGRICULTURE, FISHERIES AND FOOD INDUSTRY**

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### **NB calls on students, laid-off workers and newcomers to work in local agriculture, Fisheries and Food Industry**

With the global spread of COVID-19, the Government of Canada announced air and travel restrictions including the closure of our border to all non-essential travel.

With growing season quickly approaching, this decision has raised concern across Canada, including NB, specifically in the agriculture and food industry. In the agri-food industry, temporary foreign workers are hired for occupations and activities related to primary agriculture including but not limited to: the operation of agriculture machinery, and the planting, harvesting and preparation of crops, trees, sod and other plants for market including the fish plants. The hiring of temporary foreign workers has been a widespread practice in order to compensate for the lack of available labour.

Because of travel restrictions, the agriculture industry says it will not be able to rely on the yearly influx of temporary foreign workers.

In an effort to not delay NB's farming production and to ensure that the food supply chain is not negatively impacted by the closure of NB's border and that our farmers and producers have access to necessary workers to strengthen NB's food security during these critical times, the Southeast region is joining local employers in their efforts to recruit 750 locals to work on their farms and local fish plants.

Officials acknowledged that agricultural work is not easy — it's tough manual labour — but said it could be a great experience and good way to contribute to the province during this difficult economic time.

WorkingNB are in the process of helping NB's agriculture, fisheries and food with their recruitment efforts. All those interested can send an email to the following address: [Newcomers.Southeast@gnb.ca](mailto:Newcomers.Southeast@gnb.ca) to sign up.

Specifically, employers are looking for workers to complete the following tasks:

#### **FARM WORKER: Specific Skills**

- Farm Workers for harvesting strawberries at the beginning of July (weather depending), possibly for various field tasks for the rest of the season.
- Farm Hands to plant, cultivate and irrigate crops; harvest crops; examine produce for quality, prepare for market.
- Farm Workers for various field tasks: weeding, harvesting of strawberries, blueberries and vegetables.
- Fruit Farm Worker: Operate and maintain farm machinery & equipment; harvest crops; examine produce for quality and prepare for market.

### **FISH AND SEAFOOD PLANT CUTTERS AND CLEANERS: Specific Skills**

- Cut, clean and trim fish or seafood prior to marketing or further processing.
- Disjoint and remove meat from lobsters or other crustaceans preparatory to canning or further processing.

### **FISH AND SEAFOOD PLANT MACHINE OPERATORS: Specific Skills**

- Set up and operate machines to clean, cut, cook, smoke, brine, dehydrate or otherwise process fish or seafood products.
- Check products and packaging for defects and to ensure conformance to company standards and perform corrective machine adjustments as required

## **EMPLOI DES ÉTUDIANTS DANS L'AGRICULTURE LOCALE, LA PÊCHE ET L'INDUSTRIE ALIMENTAIRE**

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### **Le N.-B. invite les étudiants, les travailleurs mis à pied et les nouveaux arrivants à travailler dans l'agriculture locale, l'industrie des pêches et de l'alimentation**

Avec la propagation mondiale de COVID-19, le gouvernement du Canada a annoncé des restrictions en matière de transport aérien et de voyage, y compris la fermeture de notre frontière à tous les voyages non essentiels.

La saison de croissance approchant rapidement, cette décision a soulevé des inquiétudes dans tout le Canada, y compris au Nouveau-Brunswick, en particulier dans l'industrie agricole et alimentaire. Dans l'industrie agroalimentaire, des travailleurs étrangers temporaires sont embauchés pour des professions et des activités liées à l'agriculture primaire, y compris, mais sans s'y limiter: l'exploitation de machines agricoles, et la plantation, la récolte et la préparation de cultures, d'arbres, de gazon et d'autres plantes pour le marché, ainsi que les activités liées aux usines de poissons. L'embauche de travailleurs étrangers temporaires est une pratique répandue afin de compenser le manque de main-d'œuvre disponible. En raison des restrictions de voyage, l'industrie agricole affirme qu'elle ne pourra pas compter sur l'afflux annuel de travailleurs étrangers temporaires.

Afin de ne pas retarder la production agricole du Nouveau-Brunswick et de faire en sorte que la chaîne d'approvisionnement alimentaire ne soit pas affectée négativement par la fermeture de la frontière du Nouveau-Brunswick et que nos agriculteurs et producteurs aient accès aux travailleurs nécessaires pour renforcer la sécurité alimentaire du Nouveau-Brunswick pendant ces périodes critiques, la région du Sud-Est se joint aux employeurs locaux dans leurs efforts pour recruter 750 travailleurs locaux pour travailler dans leurs fermes et usines de transformation du poisson locales.

Les responsables ont reconnu que le travail agricole n'est pas facile - c'est un travail manuel difficile – mais ils ont déclaré que cela pourrait être une expérience formidable et un bon moyen de contribuer à la province

pendant cette période économique difficile. TravailNB est en train d'aider l'industrie de l'agriculture, des pêches et de l'alimentation du N.-B. dans ses efforts de recrutement. Toutes les personnes intéressées peuvent envoyer un courriel à l'adresse suivante: [Newcomers.Southeast@gnb.ca](mailto:Newcomers.Southeast@gnb.ca) pour s'inscrire.

Plus précisément, les employeurs recherchent des travailleurs pour effectuer les tâches suivantes:

**TRAVAILLEUR AGRICOLE : Compétences particulières**

- Ouvriers agricoles pour la récolte des fraises au début du mois de juillet (selon la météo), éventuellement pour diverses tâches sur le terrain pour le reste de la saison.
- Ouvriers agricoles pour planter, cultiver et irriguer les cultures; récolter les cultures; examiner la qualité des produits, et préparer au marché.
- Ouvriers agricoles pour diverses tâches sur le terrain: désherbage, récolte de fraises, bleuets et légumes.
- Ouvrier de ferme fruitière: exploiter et entretenir des machines et du matériel agricoles; récolter les cultures; examiner la qualité des produits et préparer au marché.

**DÉCOUPEURS ET NETTOYEURS DE POISSON ET FRUITS DE MER : Compétences particulières**

- Couper, nettoyer et parer le poisson ou les fruits de mer avant la commercialisation ou la transformation ultérieure.
- Découper et retirer la viande des homards ou autres crustacés avant la mise en conserve ou la transformation ultérieure.

**OPÉRATEURS DE MACHINES DANS LES USINES DE POISSONS ET DE FRUITS DE MER :**

**Compétences particulières**

- Installer et utiliser des machines pour nettoyer, couper, cuire, fumer, saumurer, déshydrater ou autrement traiter des poissons ou des fruits de mer
- Vérifier les produits et l'emballage pour les défauts et pour assurer la conformité aux normes de l'entreprise et effectuer les ajustements correctifs de la machine si nécessaire

## **STUDENT EMPLOYMENT IN THE RETAIL INDUSTRY ~ EMPLOIS ÉTUDIANTS DANS L'INDUSTRIE DU COMMERCE DE DÉTAIL**

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### **Retail Sales Skills for Young People**

- Greet customers to make them feel welcome and to aid in loss prevention
- Approach customers in a friendly manner, avoiding pressure or intimidation
- Identify wants or needs by asking relevant and open-ended questions
- Show and demonstrate products that meet the needs or wants of the customer
- Overcome objections with strong product knowledge and problem-solving skills
- Add on additional products that are on promotion or complement the customer's purchase
- Close the sale and thank them for their business

### **Compétences pratiques pour la vente au détail**

- Accueillir les clients, les faire sentir à l'aise et aider dans la prévention des pertes dans le magasin
- Approcher la clientèle d'une façon amicale sans pression ou intimidation
- Identifiez les besoins du client en demandant des questions pertinentes
- Montrer aux clients des produits qui rencontrent leurs besoins et désirs
- Surmonter les objections avec une forte connaissance du produit
- Offrir des produits additionnels ou promotions
- Remercier le client pour la vente



**Centres d'appel du Grand Moncton / Greater Moncton Call Centres**

<p><b>Asurion</b>  11 Ocean Limited Way  Moncton, NB E1C 0H1  <b>Telephone : (506) 386-9200</b>  <b>Fax : (506) 386-9150</b>  <b>Apply online at:</b>  <a href="http://www.asurion.com">www.asurion.com</a></p>	<p><b>Assumption Life/  Assomption Vie</b>  770 Main Street,  P.O. Box 160  Moncton, NB E1C 8L1  <b>Telephone : (506) 853-6040</b>  <b>Fax: (506) 853-5428</b>  <b>E-mail:</b>  <a href="mailto:demande.renseignements@assomption.ca">demande.renseignements@assomption.ca</a></p>	<p><b>Atlantic Lottery Corporation /  Loto Atlantique</b>  P.O. Box 5500  922 Main Street  Moncton, NB E1C 8W6  <b>Telephone : (506) 867-5800</b>  <b>Fax: (506) 867-5439</b>  State the competition # in the  subject line. Documents must be  submitted in Word or Text format  <b>E-mail: <a href="mailto:info@alc.ca">info@alc.ca</a></b>  <a href="http://www.alc.ca">www.alc.ca</a></p>
<p><b>Call Star Ltd.</b>  387-3980  720 Main St., Suite 200  Moncton, NB E1C 1E4  <b>Telephone: (506)  387-7155</b>  or  <b>1-888-271-3645</b>  <b>Fax: (506) 387-7701</b>  <b>Apply by email or online:</b>  <a href="mailto:rick@callstar.ca">rick@callstar.ca</a>  <a href="http://www.callstar.ca">www.callstar.ca</a></p>	<p><b>The Co-operators</b>  10 Record St.  Moncton, NB E1C 8N0  Fax: (506) 853-1395  <b>Apply online to:</b>  <a href="http://www.careers.cooperators.ca">www.careers.cooperators.ca</a></p>	<p><b>AccorHotels Global Reservation  Centre (formerly Fairmont Hotels  &amp; Resorts)</b>  2081 Main Street  Moncton, NB E1E 1J2  <b>Telephone : (506) 877-3112</b>  <b>Fax: (506) 877-3160</b>  <b>Apply online:</b>  <a href="http://www.frhi.com/careers">www.frhi.com/careers</a>  <b>Website:</b>  <a href="http://www.fairmontcareers.ca">www.fairmontcareers.ca</a></p>
<p><b>Federal Express Canada  Ltd</b>  1785 Champlain St.  Dieppe, NB E1A 7P5  <b>Moncton Terminal</b>  80 Commerce St.  Moncton, NB E1H 1X6  <b>Apply Online:</b>  <a href="http://www.fedex.com/careers">www.fedex.com/careers</a></p>	<p><b>Fenety Marketing Service Atlantic Ltd</b>  295 English Dr.  Moncton, NB E1E 2C2 <b>Telephone : (506)  858-7807</b>  <b>Fax: (506) 862-0319</b>  <b>Apply online:</b>  <a href="http://www.fenety.com">www.fenety.com</a></p>	<p><b>HealthConnect</b>  <b>210 John St. Suite #200</b>  <b>Moncton, NB E1C 0B8</b>  <b>Telephone : (506) 384-8020</b>  <b>Tol Free: 1-800-748-8020</b>  <b>Fax: (506) 857-4124</b>  <b>E-mail Resume to:</b>  <a href="mailto:resumes@healthconnect.ca">resumes@healthconnect.ca</a>  <b>Website: <a href="http://www.healthconnect.ca">www.healthconnect.ca</a></b></p>

<p><b>Labatt Breweries</b>  150 Henri Dunant St.  P.O. Box 850  Moncton, NB E1E 1E6  <b>Tol Free : 1-800-268-2337</b>  <b>Fax: (506) 855-2583</b>  <b>Apply online:</b>  <b>www.labattjobs.com</b></p>	<p><b>Mabe</b>  Factory Lane, Suite 310  Moncton, NB E1C 9M3  <b>Tel. (506) 869-2300</b>  <b>Fax: (506) 383-5505</b>  <b>www.geappliances.ca</b></p>	<p><b>Medavie Blue Cross /  Croix Bleue Medavie</b>  644 Main Street  Moncton, NB E1C 8L3  <b>Tol Free: 1-800-667-4511</b>  <b>Fax: (506) 869-9651</b>  <b>Apply online :</b>  <b>www.jobs.medaviebc.ca</b></p>
<p><b>Midland</b>  100 Midland Drive  P.O. Box 929  Dieppe, NB E1A 6X4  <b>Fax: (506) 859-5361</b>  <b>Apply online:</b>  <b>www.careers.jdirving.com</b></p>	<p><b>Concentrix (formerly Minacs)</b>  720 Coverdale Road  Riverview, NB E1B 3L8  <b>Telephone : (506) 860-5900</b>  <b>Fax: (506) 860-7002</b>  <b>Apply online at: www.jobs.concentrix.com</b></p>	<p><b>Numeris</b>  1234 Main Street, Suite 600  Moncton, NB E1C 1H7  <b>Telephone : (506) 859-7700</b>  <b>Fax: (506) 852-4445</b>  <b>Apply at: <a href="http://www.numeris.ca">www.numeris.ca</a></b></p>
<p><b>Rogers Communications</b>  100 Westmorland St.  Moncton, NB E1C 0G1  <b>Apply online:</b>  <b>www.jobs.rogers.com</b></p>	<p><b>Royal Direct</b>  1111 St. George Blvd  Moncton, NB  E1E 4N4  <b>Telephone : (506) 864-7008</b>  <b>Fax: (800) 987-5777</b>  <b>Apply online:</b>  <b>www.jobs.rbc.com</b></p>	<p><b>Solutions Moneris</b>  2 Charlotte St.  Sackville, NB E4L 3S8  <b>Telephone : (506) 364-1920</b>  <b><a href="http://www.moneris.com/careers">www.moneris.com/careers</a></b></p>
<p><b>Sykes Assistance Services  Corp</b>  600-774 Main Street, 6<sup>th</sup>  Floor  Moncton, NB E1C 9Y3  Registered Nurses &amp; Health  Services Representative  <b>Telephone : (506) 867-3202</b>  <b>Fax: (506) 867-3259</b>  <b>Email to apply:</b>  <b>careers@sasc.ca</b></p>	<p><b>Tangerine</b>  1H5 Terminal Sta.  1234 Main St.  Moncton, NB E1C 1H7  <b>Telephone: (506) 859-4033</b>  <b>Tol Free : 1-888-826-4374</b>  <b>www.careers-en-trangerine.icims.com</b></p>	<p><b>United Parcel Service</b>  1 Factory Lane, Suite 200  Moncton, NB E1C 9M3  <b>Telephone : (506) 877-4929</b>  <b>Fax: (506) 877-4913</b>  <b>Apply online :</b>  <b>www.ups.taleo.net/careersection</b></p>

<p><b>Accu-Link Call Centres Inc</b>  1600 Main St., Suite 290  Moncton, NB E1E 1G5  <b>Telephone: 506-801-0537</b>  <b>Toll Free: 1-888-550-8555</b>  <b>Fax: 1-866-926-5782</b>  <b>Email resume to:</b>  <b>careers@accu-link.ca</b></p>	<p><b>TD Call Centre</b>  477 Champlain Street  Dieppe, NB E1A 4X5  <b>Apply online:</b>  <a href="https://jobs.td.com/en-CA/job-opportunities/">https://jobs.td.com/en-CA/job-opportunities/</a></p>	<p><b>West Jet</b>  77 Foundry St.  Moncton, NB E1C 4H7  <b>Tol Free: 1-877-664-3205</b>  <b>Apply online:</b>  <a href="http://www.westjet.com/en-ca/about-us/jobs/apply-now">www.westjet.com/en-ca/about-us/jobs/apply-now</a></p>
<p><b>Nordia Moncton</b>  320C Edinburgh Dr.  Moncton, NB E1E 2L1  <b>Telephone: (506) 860-4400</b>  <b>Apply online:</b>  <a href="http://www.en.nordia.ca/jobs">www.en.nordia.ca/jobs</a></p>	<p><b>Purolator</b>  140 Champlain Street  Dieppe, NB E1A 1N8  <b>Apply online:</b>  <a href="https://careers.purolator.com/key/moncton-nb.html">https://careers.purolator.com/key/moncton-nb.html</a></p>	<p><b>Tech Mahindra Americas</b>  Riverview, NB  <b>Apply online:</b>  <a href="https://careers.techmahindra.com">https://careers.techmahindra.com</a></p>

Update June 13, 2018 CD



## RESUME WRITING

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The résumé tells a potential employer:

- **What you have done** in your work experience
- **What you can do** for the organization
- **Who you are** by describing your skills
- **What you know** by highlighting your qualifications and education

A résumé is a brief summary of your experiences (such as work and volunteer activities), educational background, and relevant skills that highlight your qualifications for jobs, internships, specialized programs, or positions.

Many medium and large companies use software to weed out candidates. Your résumé will need the right keywords to get through, so mirror the language of the job posting and pay attention to details.

The purpose of a résumé is to get an interview. A résumé is like an advertisement: it must attract attention, create interest, and generate action on the part of the reader.

**BE HONEST!!!**

### Style and appearance

The résumé must be:

- Easy to read
  - ◆ Suggested fonts: Times New Roman, Tahoma, Calibri, Georgia, Verdana, Cambria, Arial
  - ◆ Point size: Do not use anything bigger than 12
- Short
  - ◆ 2 pages MAXIMUM!
- Consistent
  - ◆ Use the same format, same margins, same writing style
- Neutral
  - ◆ Print your résumé on high quality white paper
  - ◆ Do not handwrite corrections

# COVER LETTER

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Here's the basic format for a cover letter:

Applicant's Name  
Applicant's Address  
City, Province  
Postal Code

Date

Employer's Name and Title  
Company Name  
Company Address  
City, Province  
Postal Code

Dear (Employer's Name):

**Opening (Introduction)** - grab the employer's attention! Create interest by using a motivating opening line. State the exact position being sought. Relate when and how you learned about the position.

**Body (Development)** - in one or two short paragraphs, tell the employer how your skills, qualities, and qualifications match the requirements of the job. This information should be linked specifically to the job being applied for. You may highlight a particularly relevant accomplishment here. While you don't repeat what you've written in the résumé, you can highlight or re-word experience you have had.

**Closing (Wrap Up)** - ask for an interview and give the employer your specific contact information and availability. Inform the reader that you will be checking back during a defined period of time to set up an appointment.

Sincerely,

(Signature)

# DEVELOPING YOUR PITCH

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When developing your pitch, ask yourself:

***“What is the most important thing that  
I want the employer to know about me?”***

Break your pitch down into 4 parts:

1. **Opening Statement:**

The opening of the pitch should be a *positioning* statement. It should focus on the field you are hoping to work in. For example, “I’m a Health & Safety Specialist.”

2. **Follow Up Statement:**

The pitch should then include the *second* most important thing you want the employer to know. This statement should separate you from all the other candidates, such as, “with 10 years of front-line and 5 years of supervisory experience.”

3. **Statement of Accomplishment:**

The third element of the pitch is a statement of accomplishment – one thing you did well and can give an example of. Avoid too much detail. Details can wait for an actual job interview. Example: “My experience includes safety planning and scheduling. I wrote a successful work safety plan for my division.”

4. **Final Statement:**

The final statement in the pitch can be something like; “I’m excited about talking to you today (or someone who is hiring) because of the strong work safety component of your business.”

## **TIP:**

*It is a very good idea to practice your pitch out loud, in front of a mirror. Only you will see you. Better still, a few practices with a partner, spouse, or close friend will help enormously.*

# MAKING COLD CALLS

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Cold calls have many purposes:

- To get the name of the person responsible for hiring
- To obtain permission to hand deliver a résumé
- To gather information on the company
- To receive information on the advertised job posting

Most people do not find it easy to talk to strangers in order to get information or to present themselves for employment, which is why you might want to practice first, starting in low risk/low stress situations.

**Here are key steps to preparing for the cold call:**

- Have pen and paper, agenda, and résumé at hand.
- Sit up straight, smile, pay attention to tone of voice. It sounds silly, but you'd be surprised what a difference it makes!
- Practice makes perfect: call yourself and leave messages on voicemail to hear yourself.
- Expect to call a company **3 to 4 times** before you get a meeting.
- **Make more than 1 phone call!! On average, 10 phone calls = 1 meeting.**

## **6 STEPS TO TELEPHONE SUCCESS**

1. Greet the person, state your name and purpose of the call
2. Get name of contact person with correct spelling
3. Respond assertively, respectfully, and politely
4. Give brief summary of your skills
5. Repeat any agreements made
6. Thank the person

# NETWORKING

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\*You can take a direct approach and ask for job leads or try a less formal approach and ask for information and advice.

\*Networking should be a mutually beneficial relationship, whenever possible.

\*Before the meeting, prepare any important questions you might have.

\*You are in a RECIPROCAL relationship: listen to the answers of the other party!

\*The way you present your objective makes or breaks your initiative. Do not introduce yourself by saying: "I'm looking for work". Instead, create interest through a common acquaintance or hobby, or information you think they might find interesting.

\*Email is a perfectly acceptable way to network as well. Keep your message brief and to the point and be sure to check your spelling, grammar, and punctuation.

## **\*BE PREPARED!!!**

\* Keep your business relationship alive! Plan your next meeting.

\*Use a friendly but professional approach and presentation.

\*Don't forget to conclude and sum up your discussion and thank the other party.

\*Don't be afraid to impose or solicit help. If asked, most people love doing favours for others!

\*Don't get discouraged if you don't get immediate results. Networking is a long-term activity.

**➤ DON'T FORGET: 70-80% OF EMPLOYMENT OPPORTUNITIES AREN'T POSTED, WHICH IS WHY NETWORKING IS KEY!!!**



# ONLINE NETWORKING

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While in person networking opportunities are not available during this period of physical distancing, it is a great time to expand your online network.

- \* **Create, update or improve your LinkedIn profile.**
  - Ask for recommendations, join groups, comment on posts – improve your visibility
  - Add new contacts from your fields of interest – send a personalized note with your request to connect
  - Engage your network by asking a question or requesting advice
  
- \* **Set up informational interviews.**
  - Reach out to professionals in your field of interest and ask for a quick phone call or video chat
  - Ask questions and show what you have to offer
  - Rehearse your elevator pitch in advance
  
- \* **Participate in Virtual Job Fairs.**
  - Research companies who will be attending the job fair
  - Update and tailor your resume in order to share it with potential employers
  - Have questions ready to ask recruiters
  - Keep your instant messaging professional (no emojis!)
  - Be ready for a video chat with a recruiter (dress professionally and tidy your space)
  - Take notes on which companies you connected with, names of recruiters and available positions
  - Send a thank you note to every recruiter who took the time to talk with you

# HOW TO PREPARE FOR THE JOB INTERVIEW

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## THE PRIMARY OBJECTIVES OF THE JOB INTERVIEW ARE TO:

- ❖ Supplement résumé information
- ❖ Show that you understand your strengths and weaknesses and have a sense of direction
- ❖ Enable the employer to evaluate your personality and attitude in terms of the demands of the organization and the position
- ❖ Give you and the employer an opportunity to discuss the desirability of further contact or an offer of employment

**\*\*\*Research indicates that, on average, an interviewer decides to hire in just 5½ minutes\*\*\***

## TIPS TO HELP YOU GET READY FOR YOUR JOB INTERVIEWS:

1. **Find out** about the company/organization, i.e.:
  - Who works there?
  - Do you have any personal contacts?
  - Get brochures about their products and/or services
  - Get a job description

A commonly asked interview question is: "What do you know about our company?" If you are unable to answer this question effectively, employers will see this as a sign of disinterest.

2. **Memorize five things** that you definitely want the interviewer to know about you.
  - Why is this important to you?
  - Can you think of an example or story that would bring it to life for the employer?
3. **Work history:** Be ready to talk about the past 10 years or the last 3 jobs you held.
  - Your main responsibilities
  - Your likes and dislikes
  - Your reason(s) for leaving
  - Your supervisor's opinion of you
4. Think about the position you are being interviewed for. What are the **5 main areas** you think the employer will want to explore? **Plan your answer and think of examples.**

# INTERVIEW TIPS

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## DO:

- ✓ Go alone
- ✓ Be neat and well groomed
- ✓ Arrive early (5-10 minutes)
- ✓ Turn off devices such as your cell phone
- ✓ Greet each person you see with respect and professionalism
- ✓ Make eye contact and smile
- ✓ Shake hands firmly (try to match the grip of the interviewer)
- ✓ Listen
- ✓ Demonstrate a positive attitude
- ✓ Speak clearly
- ✓ Respond with brief and HONEST answers
- ✓ Ask questions at the end of the interview
- ✓ Thank the interviewer for the opportunity to be interviewed
- ✓ Ask for permission to follow-up

**\*\*\*Don't worry about being a little nervous during the interview; being nervous is normal and expected\*\*\***

## DON'T:

- Give long answers
- Complain about past or present jobs or employers
- Exaggerate your qualifications
- Discuss personal problems
- Linger after the interview

# PHONE INTERVIEWING

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For the employer, the goal of a phone interview is:

- To identify and recruit candidates for employment.
- To screen candidates to narrow the pool of applicants.

For the candidate, the goal of a phone interview is:

- To obtain an invitation to an in-person interview with the employer or a second phone/video interview.

Phone interviews are usually less than 30 minutes long and may be as short as 10 minutes. There is usually just one interviewer and the styles can vary (casual or formal). The interview can be planned in advance or be spontaneous (without prior notice).

## **Here are key steps to preparing for a phone interview:**

- Have pen and paper, agenda, and résumé at hand.
- Sit up straight, smile and pay attention to the tone of your voice. It sounds silly, but you'd be surprised what a difference it makes!
- Research the company and the person who will interview you.
- Practice makes perfect: practice some typical interview questions.
- Make sure your phone is charged if you are using a cell phone and find a quiet environment.

## **TIPS TO A SUCCESSFUL PHONE INTERVIEW**

**BEFORE** the interview:

1. Have a professional voicemail
2. Schedule the interview carefully, confirming the interviewer's information
3. Do your research in advance (job posting, company, interviewer)
4. Practice and know your answers to common questions usually asked
5. Have the documentation you need on hand (resume, paper to take notes)

**DURING** the interview:

6. Listen carefully
7. Smile while on the phone!
8. Focus on your language and voice
9. Take notes
10. If you have a complete LinkedIn profile, direct the interviewer to it, if possible

**AT THE END** of the interview:

11. End the call effectively and professionally

**AFTER** the interview:

12. Send a thank you email, immediately
13. Follow up 2-3 days after

**DO'S & DON'TS:**

- **Do** use the person's title (Mr. or Ms. and their last name). Only use their first name if they ask you to.
- **Don't** smoke, chew gum, eat, or drink.
- **Do** have a glass of water ready so you can take a quick sip if your mouth gets dry.
- **Don't** interrupt the interviewer.
- **Do** take your time. It's perfectly acceptable to take a moment or two to collect your thoughts.
- **Do** give short answers. It's important to stay focused on the questions and your responses.
- **Do** have questions to ask the interviewer ready in advance. Be prepared to respond when the interviewer asks whether you have any questions for him or her.
- **Do** remember that your goal is to set up a second interview. At the end of your conversation, after you thank the interviewer, ask if it would be possible to meet in person or have a second phone or a video interview.

# Video Interviewing

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## **Live vs. pre-recorded video interviews**

- Some interviews will be live, meaning that you might join a video conference from a link that the employer shares with you, or you might receive a call via Skype, Zoom or another video conference provider. If you're using a personal Skype or Zoom account, make sure that you have a professional username and check your privacy settings.
- There are times when an employer may use pre-recorded video interviews. In this format, the employer will give you instructions on how to join the interview. Instead of being connected with a person, you'll be prompted to answer interview questions that have been pre-recorded or appear in writing on the screen. You'll record your answer to each question and the employer will review the recording later. There is often a time limit for your answers, and you may be given more than one chance to record each answer.

## **Tips for video interviewing**

### **1. Test your technology**

- A few days before the interview, do a technical trial run to make sure your equipment is working correctly. Check that your computer's camera, microphone and internet connection are working.

### **2. Charge it up**

- If you're using a laptop or tablet, make sure it's fully charged on the day of the interview. If you're using a tablet, find a way to keep it stationary. Avoid using a smartphone for video interviews if possible.

### **3. Dress for success**

- Dress as you would for an in-person interview from head to toe. Also, avoid wearing bright, flashy colors and choose something that looks neatly pressed while you're sitting down.

### **4. Set the stage for a distraction-free video interview**

- Choose a location that's free from distractions. Make sure the background is free from clutter and embarrassing items. Set up lighting that's bright but not glaring, illuminating your face from the front. Natural light is best. Turn off email, text and social media alerts, software updates and other notifications that may show up on the screen during the interview.

### **5. Be a well-prepared early bird**

- Log in 5 or 10 minutes early so you can be calm and centered when the video interview begins

## **6. Maintain good eye contact and body language**

- Maintain “eye contact” by looking directly into the camera instead of at the screen or at your own photo. Make sure your face is centered and try not to move around. Keep good posture, sitting with your back straight, feet on the ground and arms resting in your lap or on the desk.

## **7. Project and pause**

- Project your voice. And remember that digital connections can sometimes be delayed. To avoid talking over the interviewer or having your first few words cut out, let the interviewer finish the question and then pause for a few seconds before delivering your answer.

## **8. Close the video interview by sharing your appreciation**

- Just as you would with any interview, thank the interviewer for the opportunity. And follow up with a post-interview thank-you note within 24 hours.

### **Have a plan if things go haywire**

Technology just fails sometimes, regardless of how many times you checked your Internet connection. So, before you begin a video interview, provide the interviewer with a phone number where you can be reached if there are any technical difficulties.

### **On the day of your interview, review this checklist as you're setting up:**

- ❖ Ensure that you won't be interrupted, either by locking the door or by alerting others that you can't be disturbed.
- ❖ Clear the desk space, except for a notepad and pen/pencil for you to take notes.
- ❖ Have a copy of your resume and any other notes ready for you to reference.
- ❖ Set out a glass of water for yourself.
- ❖ Check that your webcam and audio are working.
- ❖ Close any windows, tabs or applications on your computer that you're not using.
- ❖ Check your Internet connection and make sure you're not downloading anything in the background.
- ❖ Set your phone to silent.
- ❖ Check that the background behind you is neutral and free from clutter.
- ❖ Adjust the lights in the room. If things appear dark or dim, you may want to bring in an extra desk lamp to brighten the space.

# 10 Smart Ways to Use Social Media in Your Job Search

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We are using social media on a daily basis these days – but did you know that used strategically, social media can also be a great job search tool? Here are some tips to get you started!

## 1. Develop a professional presence

What do people find when they Google your name? This is something you need to look at, as most employers these days will Google potential job candidates to see what comes up. If the results bring up unprofessional pics or posts, then it's time to clean up your online image on LinkedIn, Twitter, Facebook, and any other social media you use.

## 2. Know what information to include

Look at how other professionals in your industry present themselves online, what social media networks they belong to and what information they include in their profiles. This will give you insight into industry 'best practice' and will help you to develop your own profile. Make sure all your social media profiles include keywords that a recruiter or hiring manager might use to find a person just like you.

## 3. Be careful what you say

You need to present the best image of yourself online. Whether you're blogging, tweeting or updating your Facebook status, it's important that you maintain your reputation and professional credibility. The last thing you want to do is destroy all your hard work by making a careless Twitter comment. What you do on social media is there to stay – so think before you tweet, blog, post or share!

## 4. Activate your privacy settings

You need to effectively manage the information that's available about you online. That means you should make sure your personal information on Facebook is private. Use the Privacy Settings and Tools menu to manage what's visible to others and ensure that it's set to Friends and not Everyone! This way, if an employer Googles you, they won't be able to see the details of your profile and delve into your personal life.

## 5. Establish your own URL

Add the URL for your LinkedIn profile and Twitter handle to your resume (but not your Facebook profile). This provides an employer with another avenue to connect with you and allows them to see you in a professional light. It also demonstrates that you are social media savvy, which is an increasingly desirable asset.



## **6. Engage in online conversations**

Participating in online conversations and discussion forums helps you to establish yourself as an expert in the field. It also demonstrates that you are serious about contributing to your industry, so you should share content, forward links and answer questions whenever it's appropriate.

## **7. Connect with the right people**

LinkedIn can be a great resource for finding information on organisations and the individuals who work there. If you're looking for opportunities that aren't advertised, put together a list of companies that you're interested in. Use LinkedIn and your investigative powers to find out the names of people who work there and then look at ways that you can start connecting with them – follow them on Twitter, repost their tweets, and look at who your shared connections are.

## **8. Let people know you are looking**

Make sure your connections know that you're looking for a job (as long as this doesn't jeopardize your current employment), as your contacts are the best people to provide you with referrals. You want people to think of you when a position becomes available and for them to let you know when they hear about a position they think you would be interested in. To remind people you are job hunting, you can post updates such as, 'I have an interview at X Company tomorrow, wish me luck'.

## **9. Follow industry news**

There is not one social media network that works best for all job seekers. The important thing is to know which platforms are most used by your industry. Find out the latest happenings by joining specialist industry groups on LinkedIn, following industry blogs, signing up to newsletters and participating in discussion forums. This helps you stay up-to-date with the latest industry information and provides you with the opportunity to make connections that could result in job leads.

## **10. Start your own blog**

Consider writing your own blog so that you too can claim your stake in the world of social media. Blogging can be a great way to demonstrate your knowledge and passion to a potential employer. You never know – your blog could be reposted and then you might catch the eye of a recruiter or hiring manager.

Reference: <http://bit.ly/2itXkZO>