3036 DANFORTH AVENUE • TORONTO ON M4C 1N2 **T** 416.691.7407 **F** 416.698.6453 **W** WWW.NEIGHBOURHOODLINK.ORG

MAY 2012
RESOURCE CENTRE SCHEDULE

NEIGHBOURHOOD LINK
SUPPORT SERVICES

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 **Connecting to Employers Day 1** 10:00 am - 3:00 pm	2 **MS Excel 2007** 9:30 pm – 12:30 pm	3 **Connecting to Employers Day 2** 10:00 am – 1:00 pm	4 **RESUME/ COVER LETTER TUNE-UP** **No Appointment Necessary**
7 **RESUME/ COVER LETTER TUNE-UP** **No Appointment Necessary**	8 **Interview Workshop** 10:00 am - 3:00 pm	9 **RESUME/ COVER LETTER TUNE-UP** **No Appointment Necessary**	10 **How to Access the Hidden Job Market** 10:00 am - 3:00 pm	11 **RESUME/ COVER LETTER TUNE-UP** **No Appointment Necessary**
14 **RESUME/ COVER LETTER TUNE-UP** **No Appointment Necessary**	15 **Basic Computer** 9:30 am – 2:00 pm	16 **Legal Aid Clinic** 9:30 am - 11:00 am	17 **Basic Internet** 9:30 am – 2:00 pm	18 **RESUME/ COVER LETTER TUNE-UP** **No Appointment Necessary**
21 **C L O S E D**	22 **E-mail Workshop** 9:30 am – 12:00 pm **Find Work On-line** 1:30 pm – 4:00 pm	23 **RESUME/ COVER LETTER TUNE-UP** **No Appointment Necessary**	24 **Microsoft Word 2007** 9:30 am – 3:00 pm	25 **RESUME/ COVER LETTER TUNE-UP** **No Appointment Necessary**
28 **RESUME/ COVER LETTER TUNE-UP** **No Appointment Necessary**	29 **Microsoft Excel 2007** 9:30 am – 12:30 pm	30 **RESUME/ COVER LETTER TUNE-UP** **No Appointment Necessary**	31 **Job Searching with Social Media** 9:30 am - 3:30 pm	**Hours of Operation** **Mon - Thu 9:00 - 4:00** **Fri 9:00 - 1:00**

Please register in person, anytime during business hours. (Revised April 27, 2012)

For more information, please call (416) 691-7407

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Description of Workshops

Connecting to Employers - Day 1 & Day 2

Writing successful resumes, introduction letters and references that get noticed: Purpose and styles of a resume, suggested formatting, profile and accomplishment statements. Purpose of a Cover Letter, suggested formatting, parts of a cover letter and how to target your cover letter. References and its importance.

Interviewing Workshop

Learn how to prepare for the interview: types of interviews, how to prepare and answer difficult questions during the interviewing process, questions to ask the interviewer.

How to Access the Hidden Job Market

Learn to locate and use resources for accessing hidden job market. Receive suggestions that will help in establishing networking contacts, ask and answer appropriate questions to develop future employment opportunities.

101 Resume/Cover Letter Tune-up

How to improve your resume or cover letter and achieve results. A one-on-one 15 minute appointment will offer walk-in clients: help on editing and proofreading the resume and cover letter, discuss the appropriate format, provide style formatting, help locate materials for resume and cover letter.

REQUIREMENTS: Electronic copy of your resume and cover letter; Job descriptions of current or past positions; Job postings or advertisements that are of interest to you; List of all educations and trainings; Work histories; Copies of awards, certificates, acknowledgements or participations

Basic Computer

Introduction to computer basics: using the mouse, opening and closing programs, using toolbars, creating and saving documents, printing, organizing your files

Basic Internet

Introduction to Internet and frequently used terms, practice browsing and searching the Internet, using major Job Banks, printing from Internet

PREREQUISITE: Computer Basics Workshop

Electronic Mail Workshop

Setting-up an Electronic mail account. Practice sending and receiving emails, resume/cover letters through e-mail sending attachments.

PREREQUISITE: Internet Basics Workshop

Find Work On-line

Learn to create a professional profile on major job banks and company websites.

PREREQUISITE: Must have an e-mail account

Microsoft Word

Learn how to use Microsoft Word to prepare a professional looking resume by using suitable formatting such as (aligning text, inserting bullets, bolding text, creating tab stops, inserting tables and columns, etc.)

PREREQUISITE: Computer Basics Workshop

Microsoft Excel

Learn to prepare spreadsheets which can help you organize your job search by keeping good record of employer contacts and when and where you applied.

PREREQUISITE: Computer Basics Workshop

Job Searching with Social Media

Learn how to use LinkedIn and other social media sites to find job opportunities and make it easier for employers to find you. Learn how social media gives you an edge over other job seekers.

PREREQUISITE: Must have an email account; Have an electronic copy of your resume

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