



**SIDNEY WORKSHOP SCHEDULE SEPTEMBER 2010**

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6 <b>Labour Day CLOSED</b> 	7 10:00-11:00 Ready 2Go Resumes & The Cover Letter Connection	8	9 9:30-10:30 Training Support Program (TSP) Information Session	10
13 9:15-10:45 Computer Workshop Internet & Email Essentials	14 10:00-11:00 Ready 2Go Resumes & The Cover Letter Connection	15	16	17
20 9:15-10:45 Computer Workshop MS Word Orientation	21 10:00-11:00 Ready 2Go Resumes & The Cover Letter Connection	22	23 9:30-10:30 Training Support Program (TSP) Information Session	24
27 9:15-10:45 Computer Workshop Internet & Email Essentials	28 10:00-11:00 Ready 2Go Resumes & The Cover Letter Connection	29	30	<b>CALL NOW TO REGISTER! 250.656.4330</b>  <b>SPACE IS LIMITED</b>

# Workshops at



## Job Search Solutions

### Ready2Go Resumes

Develop your targeted resume with individualized help. Learn how your resume can get a favourable reaction from employers.

### Creative Job Search Methods

Uncover the most effective non-traditional job search methods! Explore practical and powerful ways to access unadvertised positions in any industry.

### The Cover Letter Connection

Learn how to write compelling cover letters that will get employers' attention and lead to an interview.

### Impressive Interviews

Ace that interview. Learn the necessary skills employers look for before they ever ask a question. Prepare for and answer those tough interview questions with confidence.

**CARE Saanich**  
120-4243 Glanford Ave.  
Victoria, BC V8Z 4B9  
Phone: 250.658.4222

## Space fills up fast!

Phone 250-656-4330  
Sidney Office

Talk to any CARE staff for help selecting the workshops best suited to your needs.

## Career Solutions

### Setting the Compass (Understanding Job Transition)

Discover why you're feeling unmotivated, frustrated, and stuck. Learn about the job loss cycle. Identify what stage you're in and how you can move forward.

### MBTI Myers Briggs Type Indicator®

What career is the best fit for you? Discover how the Myers-Briggs Type Indicator can help you decide.

Available at Saanich office only.  
Call 250.658.4222.

### Career Cruising

Introduction to the online career guidance resource. Includes career assessment tools, a comprehensive post-secondary schools database, a career portfolio tool and much more.

**CARE Sidney**  
212-2506 Beacon Ave.  
Sidney, BC V8L 1Y2  
Phone: 250.656.4330

## Online Solutions

### MS Word Orientation

Build your confidence in MS Word by formatting a sample resume. Leave with the skills to write your own resumes and cover letters!

### Computer Workshop: Internet & Email Essentials

Learn how to open Internet pages, access online resources, and use search engines to find employment. Also learn how to set up and access a personal email account.

### Check out these workshops available online!!

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

Compelling Cover Letter  
Remarkable Resumes  
Surefire Job Search  
Target Your Market  
Web-Based Work Search

**Online!**

Register at CARE to get your user name and password.

CARE is an Initiative of



CAREER  
MANAGEMENT  
GROUP



Funded in whole or part through the Canada-British Columbia Labour Market Development Agreement.