

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2 How to Convey Accomplishments Register PRE-RECORDED	3 Which Resume Fits Best? Register PRE-RECORDED
6 Network Your Way to Your Next Job Register PRE-RECORDED	7 How to Job Search OW, Yorkgate Mall 1:00 pm- 3:00 pm Register LIVE IN PERSON	8 Resumes & Cover Letters 1:00 pm- 3:00 pm Register LIVE IN PERSON	9 Time Management & Job Search Scheduling Register PRE-RECORDED	10 How to Impress Employers with your Online Brand Register PRE-RECORDED
13 Cover Letter Secrets, Revealed Register PRE-RECORDED	14 How to Job Search OW, Yorkgate Mall 1:00 pm- 3:00 pm Register LIVE IN PERSON	15 Toronto Police & Civilian Jobs 1:00 pm- 2:00 pm Register LIVE IN PERSON	16 Get Prepared To Begin Your Job Search Register PRE-RECORDED	17 Which Resume Fits Best? Register PRE-RECORDED
20 How to Convey Accomplishments Register PRE-RECORDED	21	22 Better Jobs Ontario 1:00 pm- 3:00 pm Register LIVE IN PERSON	23	24 Best Interviews Tips & Practise Register PRE-RECORDED
27 Which Resume Fits Best? Register PRE-RECORDED	28 How to Job Search OW, Yorkgate Mall 1:00 pm- 3:00 pm Register LIVE IN PERSON	29 HIRING EVENT 10:00 pm- 12:00 pm Register LIVE IN PERSON	30 Has Your Job Search Stalled? Register PRE-RECORDED	31 Cover Letter Secrets, Revealed Register PRE-RECORDED

EVENTS ARE FREE. REGISTRATION REQUIRED.

Next-Steps Employment Centre—Downsview
3701 Chesswood Drive, Suite 100, North York, ON
416-395-9559 | nsec-downsview@tdsb.on.ca

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CALL US AT
416-395-9559 SCAN
OR CLICK QR CODE**



DO NOT BE RESISTENT TO CHANGE! WHEN YOUR RESUME or JOB SEARCH ISN'T WORKING!

The World has Changed! You Must Too!

“Which Resume Fits Best?” Your old Resume will never get you a job in today's world. Applicant Tracking Systems, ATS Scanners are used on ALL online job boards like Indeed, LinkedIn, and ALL company websites. 70% of all resumes are REJECTED if you do not follow proper formatting and content. DO you have ALL the Keywords in your resume? What is your resume scoring? DO you know?

DO You Need Cover Letters? YES!

The etiquette for applying online, and why employers still want Cover Letters for most jobs are discussed. The purpose of the Cover Letter is quite different from your resume. Do not just regurgitate your Resume! Different purpose and different information. Find out more!

MUST ATTEND Resume Workshop and amend your existing Resume before booking One on One Resume session. Book One on One Resume, Cover Letter and Interview Assistance After Attending LIVE or RECORDED Workshops.

Innovative Interview, Tips and Techniques

Preparation is the key to Interview Success. Your competition is prepared and so must YOU! What is your strategy? How to use P.A.R. or C.A.R. or S.T.A.R. to convey stories and accomplishments.

RECORDED WEBINARS:

“Which Resume Fits Best?” RECORDED: Understand the CHANGES in Resume expectations from Employers. Do not ignore ATS' or you will never be contacted for an interview. You cannot fly by the seat of your pants in today's market. Update and understand why it is so important to use the posting and Keywords throughout your resume.

Cover Letter Secrets Revealed: RECORDED Learn about the importance of an excellent Cover Letter and how to target toward each Employer.

Zoom Interviews Tips & Preparation: RECORDED There are terrific tips and tricks that are relevant to all and will improve remote and in-person Interviews. Lighting, Camera, and Action!

Better Jobs Ontario (formerly, Second Career; Information Session): LIVE! Register with Next-Steps and meet with an Employment Advisor, and then the Employment Specialist Webinar to move forward with you are the application process.

Time Management Essentials, The Pomodoro Method: RECORDED Learn how to increase your productivity and stay on task with 7 Things to follow.

Dealing with Difficult/Different People in the Workplace: RECORDED Why do we just “click” with some people and “clash” with others! Find out Why?