



Immigrant Centre

JOB SEARCH WORKSHOP

Employment Services



Table of Contents

IDENTIFY YOUR SKILLS	4-8
LIST OF SKILLS AND CHARACTERISTICS	5-6
SOFT SKILLS, TECHNICAL SKILLS, ESSENTIAL AND TRANSFERABLE SKILLS	6-8
MAINTAIN A PROFESSIONAL IMAGE.....	9-14
CANADIAN RESUMES AND REFERENCE LISTS	9-12
VOICEMAIL AND ANSWERING THE PHONE.....	13
PROFESSIONAL IMAGE ONLINE.....	14
VISIBLE JOB MARKET	14-21
JOB SEARCH WEBSITES AND SCAMS/FRAUD	14-20
COMPANY WEBSITES AND HELP WANTED SIGNS	20
BENEFITS AND DISADVANTAGES OF VISIBLE JOB MARKET	21
HIDDEN JOB MARKET	22-29
HIDDEN JOB MARKET AND NETWORKING.....	22-23
VOLUNTEERING	24
CALLING CARDS.....	25
PLAN TO NETWORK	26-27
FINDING BUSINESSES IN COMMUNITY AND USING GOOGLE	27-28
BENEFITS AND DISADVANTAGES OF HIDDEN JOB MARKET	29
PLAN YOUR JOB SEARCH	30-31
Demonstrate Confidence Contacting to Employers	32-53
Elevator Pitch	32-33
Calling Employers/Voicemails	34-35
Visit Employers at Job Fairs/Networking Events/In Person	36-39
Contact Employers by Email/Cover Letter	39-44
Keep Your Job Search Organized.....	45-46
Follow Up With Employers.....	46-49
Wrap Up	50-52
Job Search Resources	53-56
Job Search Tracking Sheets	57-59



Acknowledgement of Treaty Land

Our workshop today is located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

[Video - The Word Indigenous Explained](https://www.youtube.com/watch?v=CiSeFTsgDA)

<https://www.youtube.com/watch?v=CiSeFTsgDA>

For more information see the booklet:

INDIGENOUS PEOPLE OF MANITOBA a guide for newcomers.

<http://www.immigratemanitoba.com/content/uploads/2016/07/indigenousguide-web-version-2b.pdf>

www.icmanitoba.com



Today You Will Learn How To:

1. Identify your **Skills**
2. Maintain a **Professional Image**
3. Find job postings in the **Visible Job Market**
4. Talk to people (**Network**) for job search support
5. Discover employers in the **Hidden Job Market**
6. Demonstrate confidence **Contacting Employers**
7. **Follow Up** with employers

www.icmanitoba.com



Immigrant Centre

Before we start...

- Have you searched for work in Canada?
- What methods have you used?

www.icmanitoba.com



Immigrant Centre

Identifying your TOP Skills

Activity Time!

- Select your top 3 skills from the handout and write them in your booklet
- Knowing what your skills are will help you increase your confidence when looking for a job



www.icmanitoba.com



Identify Your Skills

Before you begin contacting employers, you have to be able to tell them what you have to offer. That starts with **identifying your skills and characteristics**

☐ Accurate – careful, precise, free from error	☐ Intuitive – without conscious reasoning
☐ Adaptable – changes to fit new conditions	☐ Logical – reasonable, rational
☐ Approachable – friendly	☐ Loyal – firm, constant support
☐ Analytical – methodical, logical	☐ Meticulous – careful, precise
☐ Attentive – notice or pay careful attention	☐ Meet deadlines – time management
☐ Calm – stay level-headed in a crisis	☐ Motivated – driven, inspired
☐ Competent – able, adequately qualified	☐ Methodical – orderly, systematic
☐ Confident – belief in self	☐ Optimistic – hopeful, confident
☐ Cooperative – works well with others	☐ Organized – arranged systematically
☐ Considerate – showing careful thought	☐ Outgoing – friendly, socially confident
☐ Consistent – constant, steady	☐ Objective – impartial, unbiased
☐ Creative – imaginative, original	☐ Patient – accept/tolerate delays
☐ Courteous – polite, respectful	☐ Pleasant – friendly, considerate, likable
☐ Customer-oriented – customer comes first	☐ Positive – constructive, affirmative
☐ Dedicated – devoted to goals	☐ Practical – realistic, sensible
☐ Dependable – can be relied upon	☐ Persistent – determined, purposeful
☐ Diplomatic – polite, tactful	☐ Perceptive – insightful, intuitive, observant
☐ Decisive – quick/effective decisions	☐ Persuasive – convincing, compelling
☐ Diligent – hard-working, industrious	☐ Problem solver – makes logical decisions
☐ Determined – goal-oriented	☐ Productive – achieving results
☐ Efficient – maximum productivity	☐ Professional – competent, skillful
☐ Energetic – active, lively, enthusiastic	☐ Proactive – motivated, enterprising
☐ Empathetic – understand others' feelings	☐ Prompt/punctual – always on time
☐ Enthusiastic – enjoyment, interest	☐ Persevering – continue through difficulty
☐ Friendly – kind and pleasant	☐ Realistic – practical views, truth, detail
☐ Flexible – ready and able to change	☐ Responsible – trustworthy, reliable
☐ Focused – pay particular attention	☐ Reliable – dependable, trustworthy
☐ Hard-working – diligent and committed	☐ Sincere – genuine, honest
☐ Honest – truthful, sincere	☐ Supportive – provides encouragement
☐ Helpful – supportive, cooperative	☐ Self-starter – motivated, ambitious
☐ Independent – self-sufficient, self-reliant	☐ Trustworthy – honest, truthful
☐ Industrious – diligent, hard-working	☐ Team-player – works well with others
☐ Innovative – original, creative	☐ Thorough – careful, complete

List Your Top 3 Skills:

1. _____
2. _____
3. _____



Immigrant Centre

Introduction Time!

Introduce yourself to the class:

- Your **name**
- Where are you from
- The **type of job** are you looking for
- Your **top 3 skills**

www.icmanitoba.com

Introduction Time Activity



Immigrant Centre

Soft Skills VS Technical Skills

www.icmanitoba.com

Soft Skills	Technical Skills
• Communication	• Certification and Credential
• Problem Solving	• Typing Speed
• Leadership	• Math Skills
• Flexibility	• Computer Skill



Immigrant Centre

What Skills Do Employers Want?

	Newcomers Think Employers Want	Employers Actually Want
Soft Skills	10%	60%
Technical Skills	90%	40%

www.icmanitoba.com

Essential and Transferable Skills

- **Essential Skills** are the basic skills needed for work, learning and life
- **Transferable Skills** are learned through school, jobs, volunteer, hobbies, and other experiences that can be used in your next job or new career

Examples of Essential and Transferable Skills:

- **Communication Skills:** the ability to read, write, listen and effectively communicate
- **Decision-making/Problem-solving Skills:** the ability to identify and solve a problem
- **Learning Skills:** the ability to keep learning throughout life, be self-directed and consider mistakes as opportunities to learn
- **Creative Skills:** the ability to think of new ways to do or make things
- **Teamwork Skills:** the ability to work well with other people, meet deadlines and be trustworthy
- **Personal Management Skills:** the ability to adapt, cope, recognize stress and handle it, maintain your health, be persistent, flexible, tolerant and self-reliant
- **Physical Skills:** the ability to handle physical tasks such as lifting and carrying, stamina and endurance
- **Numerical Skills:** the ability to count, calculate, measure, estimate and budget



Immigrant Centre

Maintain a Professional Image

Your Professional image includes:



Your **resume** and
reference list



○ Your **voicemail**
greeting



○ How you **answer**
the phone



○ Your **online profiles**
○ Your **personal appear**

www.icmanitoba.com



Immigrant Centre

Canadian Resumes

Canadian resumes include:

- Your contact information (address, phone, email)
- A summary of your skills and qualifications
- Employment, Volunteer and Education History

Canadian resumes DO NOT include personal information:

- Photos, Birthdates, Marital status, Religion

Canadian Employers spend 10 seconds reviewing resumes

- Job specific resumes work best
- Make sure your resume is easy to read

www.icmanitoba.com



Canadian Resumes – General Resumes

General Resumes (Similar to a Curriculum Vitae)

Shows all skills and entire employment, volunteer and education history

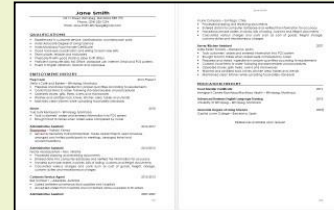
Update it regularly with:

- Courses and training
- Duties and assignments
- Awards and achievements

Don't give General Resumes to employers

Gives too much information for an employer to process

Use it to create job specific resumes



www.icmanitoba.com



Jane Smith

123 1st Street, Winnipeg, Manitoba R8R 1P0
Phone: (204) 555-1234
Email: Jane.Smith.Winnipeg@gmail.com

QUALIFICATIONS

- Experienced in customer service, administration and restaurant work
- Holds Associate Degree of Living Science
- Holds Manitoba Food Handler Certificate
- Good hand-eye coordination and willing to learn new skills
- Team player, reliable and motivated
- Physically-fit with good stamina (able to lift 30lbs)
- Proficient computer skills: MS Office, database use, Internet, Email and POS systems
- Fluent in English, Ukrainian, Spanish and Japanese

EMPLOYMENT HISTORY

Prep Cook 2019-Present

- Stella's Café and Bakery – Winnipeg, Manitoba
- Prepares and stores ingredients in proper quantities according to requirements
- Cooks food items to order, following standard recipes and procedures
- Operates stoves, grills, fryers, ovens and microwaves
- Washes and sanitizes tools, knives, kitchen area, tables and utensils
- Maintains clean kitchen while upholding food-safety standards

Server 2018

- Yuki Sushi Restaurant – Winnipeg, Manitoba
- Took customers' orders and entered information into POS system
- Brought food to tables when orders were completed by cooks

Administrative Assistant 2016-2017

- Wawanesa – Nairobi, Kenya
- Served as Secretary to Board Member: made appointments, kept schedule, arranged and invited participants to meetings, arranged travel and accommodations

Administrative Assistant 2014-2016

- Fed Ex Headquarters – Kiev, Ukraine
- Processed shipping and receiving documents
- Entered data into computer database and verified the information for accuracy
- Handled purchase orders, invoices, bills of lading, customs and freight documents
- Calculated various charges and costs such as cost of goods, freight, storage, customs duties and miscellaneous charges

Customer Service Agent 2010-2013

- Bell Number 1 – Adelaide, Australia
- Liaised between pharmaceutical suppliers and hospitals
- Accepted orders from hospitals and contacted various suppliers to fill orders

Administrative Assistant 2007-2009

1/2

Jane Smith

K-Line Company – Santiago, Chile

- Processed shipping and receiving documents
- Entered data into computer database and verified the information for accuracy
- Handled purchase orders, invoices, bills of lading, customs and freight documents
- Calculated various charges and costs such as cost of goods, freight, storage, customs duties and miscellaneous charges

Server/Kitchen Assistant 2007

- Cafe Italian Tomato – Barcelona, Spain
- Took customers' orders and entered information into POS system
- Brought food to tables when orders were completed by cooks
- Prepared and stored ingredients in proper quantities according to requirements
- Cooked food items to order, following standard recipes and procedures
- Operated stoves, grills, fryers, ovens and microwaves
- Washed and sanitized tools, knives, kitchen area, tables and utensils
- Maintained clean kitchen while upholding food-safety standards

EDUCATION HISTORY

Food Handler Certificate 2019

Immigrant Centre Manitoba/Manitoba Health – Winnipeg, Manitoba

Advanced Business English Language Training 2018

University of Winnipeg – Winnipeg, Manitoba

Associate Degree of Living Science 2007

Capital Junior College – Barcelona, Spain

References available upon request

General Resume

2/2



Canadian Resumes – Job Specific Resumes

Job Specific Resumes (Most Effective)

- Focus on skills and experience for that particular job
- Minimize details that don't pertain to the job
- Easier for employers to see you are qualified
- Create different job specific resumes according to the different types of jobs you want



www.icmanitoba.com

Jane Smith

123 1st Street, Winnipeg, Manitoba R8R 1P0
Phone: (204) 555-1234
Email: Jane.Smith.Winnipeg@gmail.com

Objective: Line Cook

QUALIFICATIONS

- Three years of experience in restaurant work
- Holds Manitoba Food Handler Certificate
- Good hand-eye coordination and willing to learn new skills
- Team player, reliable and motivated
- Physically-fit with good stamina (able to lift 30lbs)
- Proficient computer skills: POS systems MS Office, Internet and Email
- Fluent in English Ukrainian, Spanish and Japanese

RELEVANT EMPLOYMENT HISTORY

Prep Cook 2019-Present

- Stella's Café and Bakery – Winnipeg, Manitoba
- Prepares and stores ingredients in proper quantities according to requirements
- Cooks food items to order, following standard recipes and procedures
- Operates stoves, grills, fryers, ovens and microwaves
- Washes and sanitizes tools, knives, kitchen area, tables and utensils
- Maintains clean kitchen while upholding food-safety standards

Server 2018

- Yuki Sushi Restaurant – Winnipeg, Manitoba
- Took customers' orders and entered information into POS system
- Brought food to tables when orders were completed by cooks

Server/Kitchen Assistant 2007

- Cafe Italian Tomato – Barcelona, Spain
- Took customers' orders and entered information into POS system
- Brought food to tables when orders were completed by cooks
- Prepared and stored ingredients in proper quantities according to requirements
- Cooked food items to order, following standard recipes and procedures
- Operated stoves, grills, fryers, ovens and microwaves
- Washed and sanitized tools, knives, kitchen area, tables and utensils
- Maintained clean kitchen while upholding food-safety standards

RELEVANT EDUCATION HISTORY

Food Handler Certificate 2019
Immigrant Centre Manitoba/Manitoba Health – Winnipeg, Manitoba

Advanced Business English Language Training 2018
University of Winnipeg – Winnipeg, Manitoba

1/2

Jane Smith

ADDITIONAL EMPLOYMENT HISTORY

Administrative Assistant 2016-2017
Wawanesa – Nairobi, Kenya

Administrative Assistant 2014-2016
Fed Ex Headquarters – Kiev, Ukraine

Customer Service Agent 2010-2013
Bell Number 1 – Adelaide, Australia

Administrative Assistant 2007-2009
K-Line Company – Santiago, Chile

ADDITIONAL EDUCATION HISTORY

Degree of Living Science 2007
Capital Junior College – Barcelona, Spain

References available upon request

Job Specific Resume

2/2



References Lists

A **reference list** is important to have

- A reference is someone who knows you and can say that **you are a good worker.**
- Bring a **typed list of three references** to the interview.
 - At least two local references (Preferred)
 - Maximum one overseas reference
- Include their **names, job titles**, and contact information (**phone numbers** and/or **email**)



www.icmanitoba.com



Types of References

Professional Reference: Someone who has seen you work or worked with you:

- Manager/Supervisor
- Co-worker
- Someone you volunteer with

Personal Reference: Someone who can say good qualities about you, but who hasn't seen you work:

- Teacher
- Friend/Classmate
- Religious leader (Pastor, Rabbi, Imam, etc.)

www.icmanitoba.com



- Always ask permission before using someone as a reference
- Ask references what they would say about you
- **Do not** use family members as references
- Overseas references:
 - Only if they have email and are fluent in English
 - Only use if they are professional references



Jane Smith

123 1st Street, Winnipeg, Manitoba R8R 1P0
Phone: (204) 555-1234
Email: Jane.Smith.Winnipeg@gmail.com

REFERENCES:

1. **John Mark**
Restaurant Manager
Stella's Café and Bakery
Phone: (204) 555-2234
Email: johnmark@stellas.ca
Relationship: Manager
2. **Stacey Martin**
Supervisor
Yuki Sushi Restaurant
Phone: (204) 555-4321
Email: Stacey.martin@gmail.com
Relationship: Supervisor
3. **Martin John**
ESL Instructor
University of Winnipeg
Address
Phone: (204) 555-9876
Email: mjohn@uofw.com
Relationship: Teacher





Immigrant Centre

Voicemail and Answering the Phone

Set-up your **Voicemail**

Record a greeting in a quiet room

- “**Hello you have reached (your name) I can’t come to the phone so please leave a message**”

Check your voicemail every day

Answer the phone in a quiet place

Find a quiet place indoors away from loud sounds

If you cannot find a quiet place, let it go to voicemail and return the call later.

www.icmanitoba.com



Immigrant Centre

Professional Image – Online

- Have a **professional email address**
 - Do not include words like: love, pets, guns, party
 - Do not include long random numbers
 - E.g. HazimX456783293576@Hotmail.com
- Good example to follow:
FirstName_LastName@gmail.com

www.icmanitoba.com



Immigrant Centre

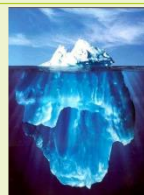
Professional Image – Online

- Ensure **your pictures online** are respectful
- Avoid **commenting on controversial topics**
- Do not have **swear words**
- Avoid writing complaints about employers
- **Google your name when you get home**
 - What is my online reputation?
 - If I were an employer would I hire myself?

www.icmanitoba.com

Immigrant Centre

Where to Look for Jobs



Visible Job Market

Hidden Job Market

www.icmanitoba.com

Immigrant Centre

Two Places to Look for Work

Use **BOTH** Markets in your Search

- **20%** of your **time** using the **Visible Job Market**
- **80%** of your **time** using the **Hidden Job Market**

Visible Job Market	Hidden Job Market
Jobs Advertised (20% of jobs)	Jobs NOT Advertised (80% of jobs)

www.icmanitoba.com



Find Jobs in the Hidden Job Market:

- Network through relatives, friends and volunteering
- Research companies through business directories or websites
- Make cold calls

Job Search Tips

- Tell everyone you talk to that you are looking for a job
- Be ready to summarize your skills and experience in 30 seconds
- Research and approach organizations where you want to work
- Use job search websites and register with staffing agencies
- Prepare a specific resume and cover letter for each job
- Track all companies you send your resume to in your **Job Search Checklist**
- Keep track of your contacts for networking opportunities
- To voicemail, speak slowly and clearly. Say you want to apply for a job, state your qualifications and name of the person who referred you, if applicable
- Have a professional voicemail greeting on your phone



Where to Look for Jobs



www.icmanitoba.com



Immigrant Centre

Visible Job Market – Job Search Websites

Popular Job Search Websites include:

- www.jobbank.gc.ca
- www.indeed.ca
- www.kijiji.ca
- www.winnipegfreepress.com



For more job search websites go to:

- <http://icmanitoba.com/job-search-links/>

www.icmanitoba.com



Immigrant Centre

Protect Yourself from Job Scams/Fraud

- **Criminals use job search websites** to get your information or have you send them money
- Protect yourself by **identifying** and **reporting** job scams

www.icmanitoba.com

Immigrant Centre

Danger Signs of Job Scams/Fraud

- **It's too good to be true**
 - You didn't contact them – they contacted you
 - You get the job right away
- **Unprofessional emails**
 - Not using company email address
 - Emails don't include contact information
- **They want information/money**
 - They ask for your bank account information or Social Insurance Number before they meet you
 - They ask you to send money or pay for something

www.icmanitoba.com



Immigrant Centre

Report Job Scams/Fraud

Canadian Anti-Fraud Centre

By Phone:

1-888-495-8501

Monday to Friday from 9:00 am to 3:45 pm

Report Online:

<https://www.services.rcmp-grc.gc.ca/chooser-eng.html?ipeReferer=CAFCFRS>

If you are not sure, contact your Employment Facilitator.

www.icmanitoba.com



Immigrant Centre

Job Scams/Fraud



WINNIPEG POLICE

What to do if you become a victim

- Start a log of dates, person(s) that you spoke to and exactly what was said to you
- Contact Equifax **1-800-465-7166**
- Contact Trans Union **1-800-663-9980**
- Contact the Winnipeg Police Service **204-986-6222**
- Contact your financial institutions, creditors, service providers or any thing else that may have been affected by Identity Theft or Fraud
- Contact the Canada Anti Fraud Centre (CAFC) **1-888-495-8501**
- Continue to be aware of mail, phone calls, emails, etc. received

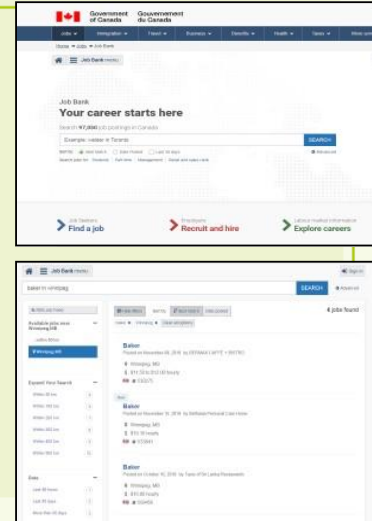
Creating a Culture of Safety



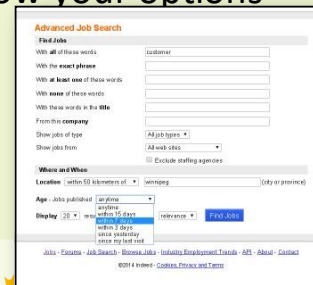
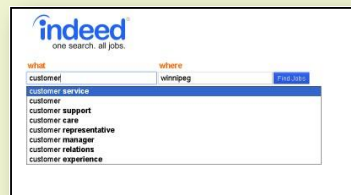
www.icmanitoba.com

Search Job Postings - jobbank.gc.ca

1. Go to jobbank.gc.ca
2. Enter Job Title/Key Words and City
3. Use Search Filters to expand or narrow search results
 - Last 48 hours
 - Full-time/Part-time

www.icmanitoba.comSearch for Job Postings – indeed.ca

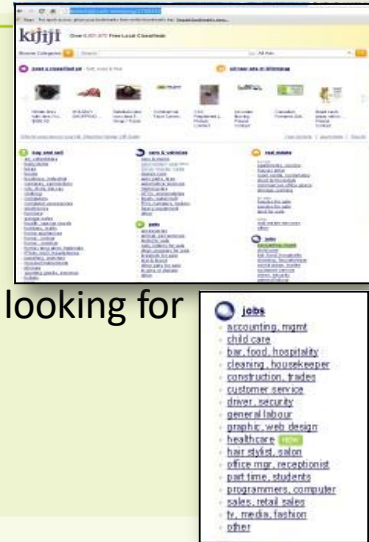
1. Go to indeed.ca
2. Enter Job Title/Key Words
3. Click **Find Jobs**
4. Click **Advanced Job Search** to narrow your options

www.icmanitoba.com



Search for Job Postings – kijiji.ca

1. Go to kijiji.ca
 - If necessary select Winnipeg as location
2. Scroll down to **Jobs**
3. Click **Industry/Job Title** of the Job you are looking for



www.icmanitoba.com



Review the Job Posting

Read the job posting

- **Make sure you qualify** for the job
 - Requirements = must have
 - Assets = good to have
- **Highlight requirements** that match your qualifications
- **Write a list of your qualifications and skills** that match the posting

www.icmanitoba.com



Immigrant Centre

Apply to the Job Posting

The Job Posting will tell you how to apply

- **In Person**

- Job Search Workshop “What do I say”

- **Online Application**

- Ask your Facilitator or join Computer Classes for help to apply online

- **By Email**

- Write an email and attach your resume

www.icmanitoba.com

Which job search websites will I use in my job search?
How can I protect myself from job scams/fraud?



Immigrant Centre

Visible Job Market – Company Signs/Websites

Companies advertise jobs using:

- **Signs saying:**

- “**Help Wanted**” or “**Now Hiring**”

- **The Company website** find the section called:

- **Jobs - Careers - Employment - Human Resources**



www.icmanitoba.com



Immigrant Centre

In Your Opinion

What are:

- **benefits** of using the Visible Job Market?
- **disadvantages** of using the Visible Job Market?



www.icmanitoba.com



Immigrant Centre

The Visible Job Market

The Good:

- **Easy** way to find job leads
- You know what position they are hiring for and the requirements

The Bad:

- Only account for 20% of available jobs
- 90% of job seekers apply for the same jobs
- Many job postings receive over 100 applications
- **Lots of competition** (only 2% chance of getting hired)

www.icmanitoba.com



Immigrant Centre

Hidden Job Market

The **Hidden Job Market** includes available jobs that are **never advertised**

According to experts, more than 80% of all jobs available are hidden



www.icmanitoba.com



Immigrant Centre

Hidden Job Market – Networking

Networking is the **MOST EFFECTIVE** way of finding a job.

- Meet new people by doing new activities
- The more people you talk to the better your chances of finding work

www.icmanitoba.com



Immigrant Centre

Hidden Job Market – Networking (Informal and Formal)s

Informal

Talk to friends, classmates, volunteers or family

Tell them the **type of job you are looking for**

Ask if they know where you might find work

Formal

Employer Events, Job Fairs, Employment Facilitators

Tell them about **your qualifications** (Elevator Pitch)

www.icmanitoba.com



Informal Networking

Networking can happen **anywhere, anytime** and with **anyone**.

Think of yourself as a salesperson and sell your skills, experiences and your abilities.

Tell everyone that you are looking for work: friends, relatives, neighbours, former co-workers and employers. They may know of job leads/opportunities within their company and may be able to give you contacts for employment opportunities.





Immigrant Centre

Hidden Job Market Networking - Volunteering

- Develop language and work skills
- **Expand your network** - meet more people
- Gain Canadian work experience and references
- Treat it like a paying job - be responsible
- Find opportunities in your field of interest

Volunteering Help Find Job Video

- <https://www.youtube.com/watch?v=s1KOljKJzDU>

www.icmanitoba.com



Immigrant Centre

Hidden Job Market – Volunteering

- **Places you can volunteer:**
 - Volunteer Manitoba <http://www.volunteermanitoba.ca>
 - Winnipeg Harvest <http://winnipeg Harvest.org/>
 - Schools
 - Businesses or organizations that interest you

www.icmanitoba.com

Where would you like to volunteer?



Immigrant Centre

Hidden Job Market -Use Calling Cards to Network

- Calling cards are the short version of your resume
- Show your skills, qualifications and contact information
- **Give out your calling cards to people you meet in informal situations** (Friends, Classmates, etc.)
- **Ask your Facilitator to make your Calling Cards**

www.icmanitoba.com

Calling Cards

Calling cards are used to network. These cards list important information about your job objective, experience and top skills.

You should **carry these cards with you** to give to everyone you meet who may be able to make a contact for you that could lead to a job or an informational interview.

**JS****John Smith**

Phone: (204) 765-4321

Email: j.smith@email.com

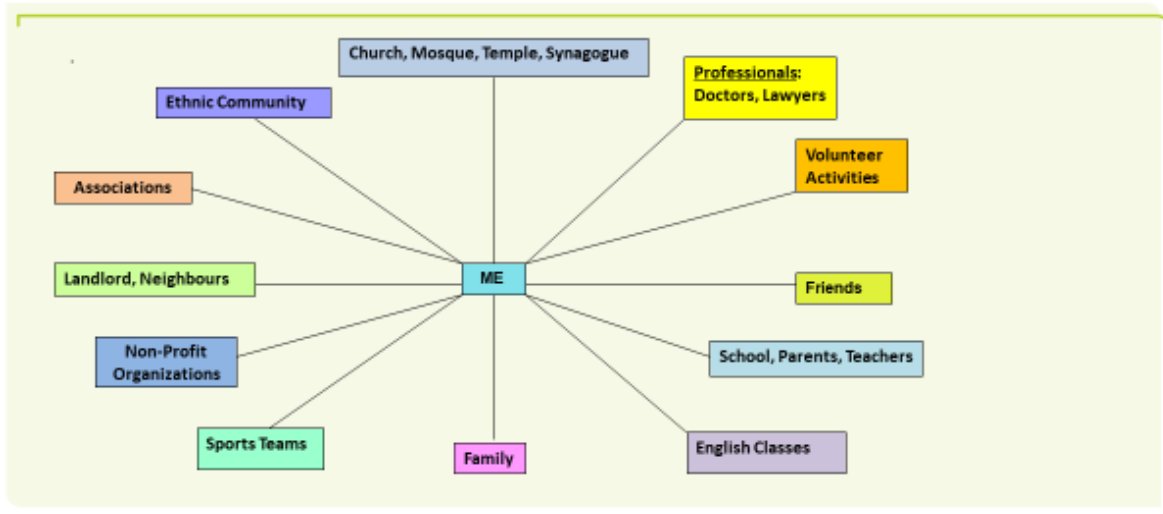
Objective: Employment as Construction Labourer

- Three years of experience in construction work
- Certified in WHMIS and trained in Work SAFE procedures
- Physically-fit with good stamina (able to lift 50 lbs./23 kg.)
- Has steel-toed boots and work gloves
- Holds Class 5F Driver's License with reliable vehicle
- Strong English skills



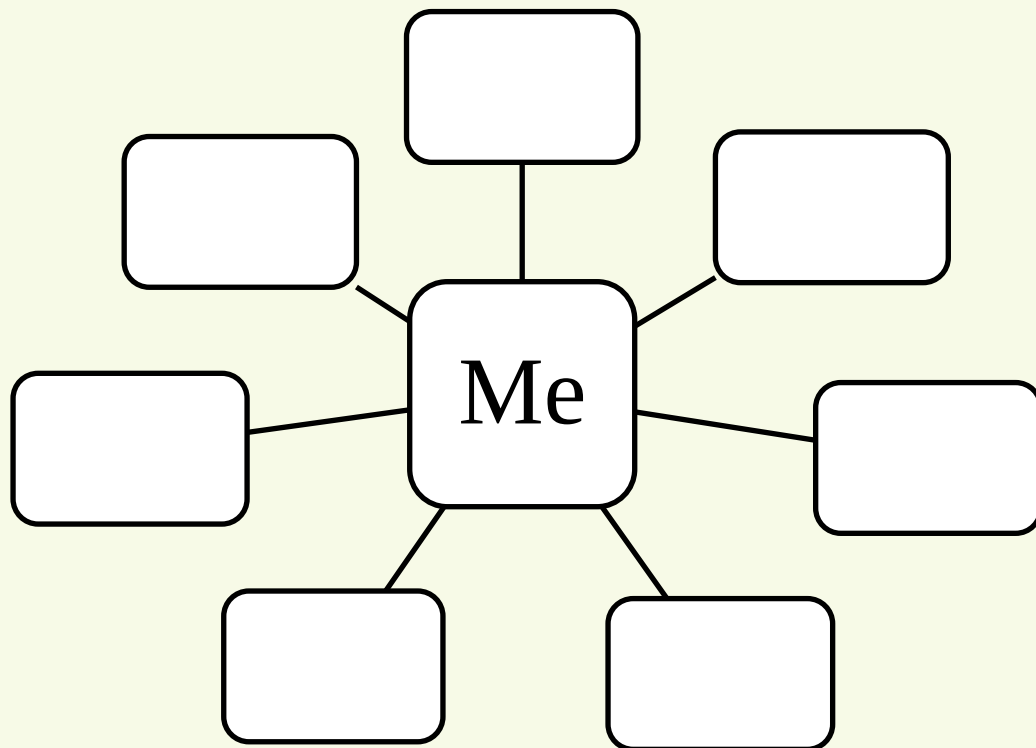
Immigrant Centre

Hidden Job Market – Informal Networking



www.icmanitoba.com

Who will you network with this week/month?





Informal Job Market Informal Networking

- **Practice** introducing yourself to others
- **Get comfortable** talking to strangers
- Talk about **your qualifications and skills**
- **Ask questions** about the person's work
- **Listen** to the person's opinions and advice



www.icmanitoba.com

Network Using Social Media

Network using Social Media:

- **LinkedIn** - <https://www.linkedin.com/uas/login>
- **EventBrite** - <https://www.eventbrite.ca/>
- **Meet-Up** - <https://www.meetup.com/>

You can also meet new by contacting **Associations** (see your Action Plan)



Hidden Job Market Businesses in your Community

- Take note of **businesses in your community**
 - Where you live
 - Where you go to school
 - Where you go to worship
- Make a **list of companies** you would like to apply to and go drop off your resume

www.icmanitoba.com



Immigrant Centre

Hidden Job Market - Use Google

- Use **Google** to find companies: www.google.ca
- Enter the **type of company** you want to work at, then Winnipeg or a street name
- Make a list of the companies and go in person to drop off your resumes

www.icmanitoba.com

Hidden Job Market – Finding Companies

- Use jobbank.gc.ca to:
 - Find which jobs are in high demand
 - Search for jobs related to your career goals
 - See what jobs are in demand depending on the time of year
- Use google.ca to:
 - Find companies and their websites
 - Go to company websites – look under, “Careers”, “Human Resources” or “About Us”
- Use Employment Trends–Seasons in Manitoba (Resources Section End of Workbook)

List 3 methods that you will use in your job search:

1. _____
2. _____
3. _____



Immigrant Centre

In Your Opinion

- What are some of the benefits of the Hidden Job Market?
- What are some of the disadvantages of the Hidden Job Market?



www.icmanitoba.com



Immigrant Centre

The Hidden Job Market

The Good:

- 80% of jobs are never advertised
- Only 10% of job seekers use it
- **Less competition** - Better chances of getting hired

The Bad:

- You need to talk to a lot of people
- **Requires effort** to visit potential employers
- Some employers might not be hiring

www.icmanitoba.com



Immigrant Centre

Plan your Job Search

- Write down where you plan to apply:
 - Company/Employer name
 - Address of Company/Employer
 - Plan to visit employers in the same area on the same day
 - Apply to 3-4 jobs per day (1-2 jobs if working p/t or in ESL classes)

*See, "Job Search Tracking Sheets" pages 58-60 of workbook.

	Company	Address / Email	Phone #	Contact Person	Date visited / Notes	Follow-up Date
Plan to visit on July 2 nd	1 McDonalds	664 Portage Ave	204-949-6035			
Plan to visit on July 3 rd	2 Tim Horton's	1060 Henderson Hwy	204-338-7100			
	3 KFC	679 Henderson Hwy	204-987-8206			
	4 Pizza Hut	1347 Henderson Hwy	204-953-4137			
	5 A&W	1403 Henderson Hwy	204-338-5023			
6						

www.icmanitoba.com


Plan to visit on July 2nd

Plan to visit on July 3rd

	Company	Address / Email	Phone #	Contact Person	Date visited / Notes	Follow-up Date
1	McDonalds	664 Portage Ave	204-949-6035			
2	Tim Horton's	1060 Henderson Hwy	204-338-7100			
3	KFC	679 Henderson Hwy	204-987-8206			
4	Pizza Hut	1347 Henderson Hwy	204-953-4137			
5	A&W	1403 Henderson Hwy	204-338-5023			
6						
7						
8						
9						





Immigrant Centre

Set Yourself Up For Success

When unemployed, **your job is to find a job:**

- Make a daily plan to look for work
- **Organize** your job search
- Spend **2 to 4 hours every day** applying for jobs

www.icmanitoba.com

Are You Setting Yourself Up for Success?

What time do you wake up when you are working?

____:____ AM

What time do you wake up now?

____:____ AM

How many hours will you spend at work if you get a job?

_____ Hours each day

How many hours do you spend looking for a job?

_____ Hours each day



Immigrant Centre

Demonstrate Confidence When Talking to Employers

- Tell employers about **your qualifications**
- Speak confidently and professionally
- Ask if they will accept your resume

Elevator Pitch Video

- <https://www.youtube.com/watch?v=V5zD1VxFF44>

www.icmanitoba.com



Immigrant Centre

Now Your Turn!

- Work on your “Elevator Pitch”
- Remember your qualifications and skills related to the position you are applying for
- Don’t forget to say, “May I please give you my resume”



www.icmanitoba.com



Elevator Pitch

- Write a “pitch” – Include your **characteristics** and **skills**.
- Make it interesting for the employer within 30 seconds.

Hello, my name is Michael Brown, and I am a sales professional with over 5 years of experience in the industry. I am used to working in fast-paced work environments. I have exceptional customer service skills and always meet and exceed expectations. I am very interested in working for your company.
May I please give you my resume?

What is your Pitch?



Be Your Own Commercial

- If you find it difficult to “brag” about yourself think of how marketers sell Coca Cola
- Coca Cola Commercials:
 - Focus on the positive
 - Make you feel happy and excited
 - Make you want to try the product
- Say good things about yourself to sell your ability to be a good worker.





Immigrant Centre

Calling Employers

Why should you call employers?

- Calls allow you to personally introduce yourself to an employer before sending a resume
- You can contact many prospective employers in a very short period of time
- 80% of all available jobs are not advertised
- You can inform a potential employers of your skills
- A call present an opportunity to request an interview

www.icmanitoba.com

Calling Employers (Cold Calling)

Call employers even if they are not advertising job openings.

Visit websites of companies where you want to work. Check their careers page.

When calling employers, ask for the name of the person in charge of hiring

Practice your elevator pitch until it flows naturally. Remember to smile. **Even on the phone, a smile comes through in your voice.**





Call Employers to Arrange to Drop Off Your Resume

You:	Hello, can I speak to the Manager or the person in charge of hiring please?	
Manager	Yes, I am the Manager, how can I help you?	
You:	Hello my name is ____ I have ____ years of experience as a ____ and I am looking for a job. I am calling to see if you are hiring.	
Manager:	Yes , we are hiring.	No , I'm sorry we are not hiring.
You:	That is great! When would be a good time for me to drop off my resume?	Okay, but I would still like to give you my resume in case you start hiring in the future. When would be a good time for me to leave my resume with you?
Manager:	You can drop-by anytime this week after 1:00 p.m. before closing.	I'll be here at the same time tomorrow, just ask for me or leave your resume with the receptionist. She will give it to me.
You:	Thank you. I appreciate your time. Have a good day. Goodbye.	Thank you. I appreciate your time. Have a good day. Goodbye .



What if I get Voicemail?

• If you get a **voicemail**, leave a message

- Speak slowly and clearly
- Over-pronounce your name
- Phone Number stated: (2-0-4) 9-4-3—99-69

Hello, my name is _____. My phone number is (204) ____ - _____. I am looking for work as a _____. I have ____ years of experience and I work very hard. I would like to give you my resume. Please call me. Thank-you.



Immigrant Centre

Visit Employers in Person

VISITING EMPLOYERS IN PERSON IS THE BEST WAY TO FIND A JOB!!!

- Visit **2-3 companies every day**
- Go when the companies will not be busy
 - DO NOT visit employers during lunchtime
 - DO NOT visit stores on Saturday

www.icmanitoba.com



Immigrant Centre

Visit Employers in Person

Dress like you are ready for a job interview

- Office job = Dress formally
- Factory job = Casual clothes

Bring:

- **Your resumes and reference lists**
- **A pen**
- **A small notepad**

Use a portfolio/folder to keep things organized

www.icmanitoba.com



Immigrant Centre

Dress for Success!



www.icmanitoba.com



Immigrant Centre

Visit Employers in Person

Before you enter the building:

- **Turn off your cell phone**
- Take out your **resumes** (or portfolio/folder)
- Take a deep **breath** to help you relax

When you enter the building:

- Take off your hat, mitts and jacket (if winter)
- Take another deep breath
- **Smile** and be nice to everyone you see

www.icmanitoba.com



Visiting Employers in Person

Visiting employers in person is the best way to find a job. With up to **80%** of jobs not advertised, contacting employers directly is more effective.

By visiting employers in person, you will have less competition, which is a great benefit!

Top 4 Tips to Find a Job in Person

1. Dress for success – first impressions are very important
2. Carry a folder with plenty of copies of your resume and reference list
3. Take pen and paper so you can take notes
4. Smile – smiling is an invitation a sign of welcome



Immigrant Centre

Body Language

Body language is very important, because it demonstrates confidence. When visiting employers make sure to:

- **Stand up straight**
- **Make eye contact**
- **Smile**
- **Have a firm handshake**
- **Lean in slightly from time to time**

www.icmanitoba.com



What to Say When Visiting Employers

You:	Hello, can I speak to the Manager or the person in charge of hiring please?	
Manager	Yes, I am the Manager, how can I help you?	
You:	Hello my name is ____ I have ____ years of experience as a ____ . I came by to give you my resume and to see if you are hiring."	
Manager:	Nice to meet you. Yes , we are hiring.	Nice to meet you, but no , I'm sorry we are not hiring.
You:	Great, I am a hard-worker and I would really like to work for your company. Here is my resume.	Okay but I would still like to give you my resume. If you need any help, please call me.
Manager:	Okay, thanks, I'll have a look at it later.	Alright, thanks for your resume, I'll have a look at it, later.
You:	Thank-you. I appreciate your time. I hope to hear from you soon.	Thank-you, I appreciate your time. I hope to hear from you soon.



Contacting Employers by Email

Visible Job Market

- Review the job posting first (if applicable)
- Write an email/cover letter specific to posting
- Attach your resume

Hidden Job Market

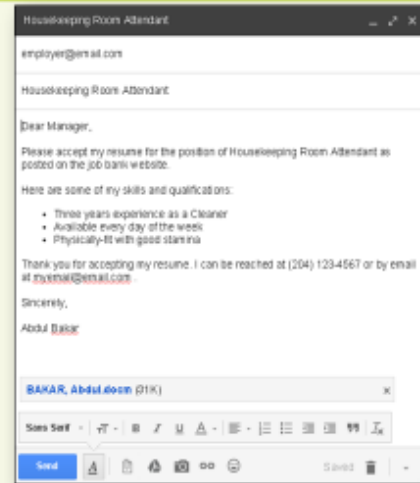
- Send out emails/cover letters expressing interest in any position
- Attach your resume



Applying by Email

Write an email:

- Introduction
- Body
- Closing



www.icmanitoba.com

Sample of Basic Email

To: (enter Employer's email last)

Subject: (Job Title)

Dear Manager (or contact name),

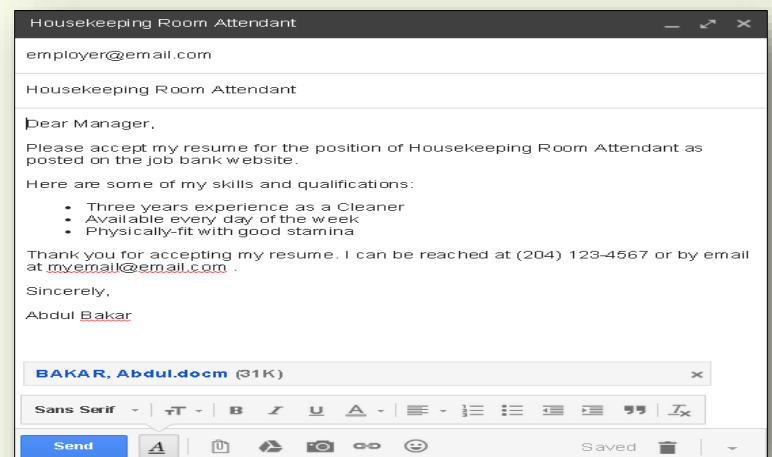
Please accept my resume for the position of (job title).

Here are some of my skills and qualifications:

- Skill 1
- Skill 2
- Skill 3

Thank you for accepting my resume. I can be reached at (your phone number) or by e-mail at (your e-mail address).

Sincerely
(Your first and last name)





Immigrant Centre

Applying by Email/Cover Letter

Write a **more advanced** email/cover letter:

- **Research the company** website for:
 - Values
 - Achievements
 - What makes them a good employer
- **Write 1-2 sentences** about **what impresses you** and **why you want to work** for their company

www.icmanitoba.com



Immigrant Centre

Check Email/Cover Letter for Mistakes

Make sure the following is correct:

- Spelling, grammar and punctuation
- Name of the employer and company
- Title of the position you are applying for
- Your Phone number and e-mail address
- Your name matches your resume
- Qualifications listed match the job posting
- Don't forget to attach your resume/cover letter

www.icmanitoba.com



Steps for a Great Cover Letter:

1. Include your contact information with address, phone number, and email so the employer can reach you
2. Include today's date
3. Include company's mailing address
4. If requested include a regarding line with the position you are applying for
 - Example: "Re: Customer Service Representative Posting #555325"
5. Address it to the correct person.
 - Example: "Dear Jorge Fernandez".
 - If unable to find a contact name, write, "Attention Human Resources Department or Manager"
6. Mention good things about the company and why you want to work there
7. State the job you are applying for and how you found out about it
8. Write your skills, qualifications and experience as they relate to the job
 - Use relevant examples in a professional and enthusiastic manner
 - Don't just repeat information from your resume
9. Keep it to three to four paragraphs, one page maximum
10. Read your cover letter carefully for grammar and spelling errors
11. Ask a second person else read your cover letter to check grammar and spelling errors before you send it to the employer

Advanced Cover Letter/Email Example 1

Dear Manager,

As the leading dollar store operator in Canada, Dollarama has always provided its customers with value and good customer service. I share your desire to give customers good value for their money and a good customer service experience. My name is Abdul Bakari. Please accept my resume for the Cashier position advertised on jobbank.gc.ca

Your Requirements	My Qualifications
• Experience in customer service	• Five years of experience as a cashier
• Able to use cash register	• Able to use cash register
• Ability to stand for long periods of time	• Physically-fit with good stamina (able to lift 30lbs)
• Ability to lift 30 lbs.	

Thank you for accepting my resume. I can be reached at (204)123-4567 or by email myemail@email.com.

Sincerely,

Abdul Bakari



Advanced Cover Letter/Email Example 2

January 1, 2020

Seven Oaks School Division
Human Resources Department
Winnipeg, Manitoba

Re: Accounting Clerk

Dear Human Resources Manager,

Seven Oaks School Division's devotion to its students and community is clearly seen thorough the various programs including Arts in the Park, Continuing Education and Immigrant Settlement Services. My respect for your organization as well as my education, experience and career interests make me an excellent candidate for the Accounting Clerk position posted on your website. Please accept my application under the employment equity status of visible minority.

Here is a list of my qualifications and experience in relation to the Accounting Clerk position requirements:

- ☐ Completed Level II Certified General Accounting in the CGA program
- ☐ Eight years of experience with all aspects of accounting, including:
 - o Tax preparation including GST and PST remittance
 - o Budgeting,
 - o General ledger
 - o Bank reconciliations
 - o Accounts receivable/accounts payable
- ☐ Diploma in Business Administration from Red River College
- ☐ High level of computer knowledge including:
 - o Microsoft Office
 - o QuickBooks Pro
 - o ACCPAC
 - o SAP

My communication, and interpersonal skills are strong and I work well independently and in a team environment with high level of professionalism and confidentiality in dealing with sensitive information. I am very organized, pay attention to details, and manage time effectively in order to meet strict deadlines.

Please contact me at your earliest convenience using my contact information above so that we can discuss this position's responsibilities and my qualifications in more detail.

Yours sincerely,

Abdul Bakari



Advanced Cover Letter/Email Example 3

Human Resources
Winnipeg Regional Health Authority
650 Main Street
Winnipeg, MB R3B 1E2

May 2, 2020

RE: Health Care Aide Posting#228794

Dear WRHA Human Resources Manager,

While working at 24/7 Quality Home and Health Care Services, I have had the opportunity to work with your staff at the HSC. My experience with your staff taught me why the WRHA has the reputation of being one of the best employers in Manitoba. I would love the opportunity to bring my skills and experience to work for your organization directly.

My skills and qualifications include:

- Twelve years of experience as a Health Care Aide
- Health Care Aide Certificate
- WHMIS, First Aid and CPR Certificates
- Class 5F Driver's Licence with access to reliable vehicle
- Excellent English skills, also fluent in Amharic and Tigrinya

Please consider my application with great care and contact me at your earlier convenience to discuss the responsibilities of this position further or to set up an interview time. You may reach me at (204) 123-4567 or myemail@email.com

Thank you and best regards,

Abdul Bakari



Immigrant Centre

Keep Your Job Search Organized

- Track where you applied for jobs:
 - Company/Employer name and address
 - Date you submitted your resume/application
 - Name of the person that took your resume

	Company	Address / Email	Phone #	Contact Person	Date visited / Notes	Follow-up Date
1	McDonalds	664 Portage Ave	204-949-6035	Mike	July 2 nd	
2	Tim Hortons	1060 Henderson Hwy	204-338-7100	Jose	July 3 rd	
3	KFC	679 Henderson Hwy	204-987-8206	Ali	July 3 rd	
4	Pizza Hut	1347 Henderson Hwy	204-953-4137	Nancy	July 3 rd	
5	A&W	1403 Henderson Hwy	204-338-5023	Celine and Cathy	July 3 rd	
6						
7						
8						
9						

www.icmanitoba.com


Immigrant Centre

Why Keep Track of Your Job Search?

- **See your job search progress**
 - Most job seekers need to send out 30-50 resumes
- **Be prepared when employers call for interviews**
 - Employers may call you weeks or months after you send your application
 - It's easy to forget where you have applied
- **Have all your job search information in one place**

	Company	Address / Email	Phone #	Contact Person	Date visited / Notes	Follow-up Date
1	McDonalds	664 Portage Ave	204-949-6035	Mike	July 2 nd	
2	Tim Hortons	1060 Henderson Hwy	204-338-7100	Jose	July 3 rd	
3	KFC	679 Henderson Hwy	204-987-8206	Ali	July 3 rd	
4	Pizza Hut	1347 Henderson Hwy	204-953-4137	Nancy	July 3 rd	
5	A&W	1403 Henderson Hwy	204-338-5023	Celine and Cathy	July 3 rd	
6						

www.icmanitoba.com



Keep Your Job Search Organized

	Company	Address / Email	Phone #	Contact Person	Date visited / Notes	Follow-up Date
1	McDonalds	664 Portage Ave	204-949-6035	Mike	July 2 nd	
2	Tim Horton's	1060 Henderson Hwy	204-338-7100	Jose	July 3 rd	
3	KFC	679 Henderson Hwy	204-987-8206	Ali	July 3 rd	
4	Pizza Hut	1347 Henderson Hwy	204-953-4137	Nancy	July 3 rd	
5	A&W	1403 Henderson Hwy	204-338-5023	Colin and Cathy	July 3 rd	
6						
7						
8						
9						
10						



Follow Up with Employers

- Contact employers **1-2 weeks after** submitting your resume to see if **they read your resume** and see if the position has been filled
- Keep track of the companies you contact using your **Job Search Booklet**
- **DO NOT** follow up if a job posting states, **"No Phone Calls or Emails"**



What Do I Say to Follow Up?

You:	Hello, can I speak to the Manager or the person in charge of hiring please?	
Manager	Yes, I am the Manager, how can I help you?	
You:	Hello, my name is ____ . I sent you my resume on ____ . I am calling to see if you had a chance to read it and see if you are still hiring for the ____ position.	
Manager:	Yes, I did, and we are hiring.	No, I am sorry we are not hiring.
You:	Great, I am very interested in working for you. PLEASE LET ME KNOW IF YOU WOULD LIKE TO MEET WITH ME.	Okay. Thanks for your time. Please keep my resume on file and call me if you need any help in the future.
Manager:	Okay, are you available to come on ____ at ____ for an interview?	All right. We keep resumes on file for 6 months.
You:	Yes, I am available on __ at ____ . Thank you for the opportunity. I look forward to meeting with you.	Thank-you, I appreciate your time. I hope to hear from you soon.

Follow-Up

Contact employers 1-2 weeks after submitting your resume to see if they read your resume and see if the position is still available.

Following up shows **enthusiasm** and **ambition**, and makes, you stand out from other candidates.

Follow up phone calls can often lead to interviews.

You can follow-up in person, over the phone or by email.



Follow-Up Letter/Email Example

Dear Hiring Manager,

The Line Cook position at Stella's Restaurant is of great interest to me. I recently dropped off my resume at your Winnipeg Airport Location on March 22nd and wanted to make sure you were able to review it.

With 5 years of experience as a Line Cook and as a Certified Food Handler, I believe I am qualified for this position. I would like to have the opportunity to meet with you to talk about how I may be of value to your company.

Please find an additional copy of my resume attached. I can be reached at (your phone number) or by e-mail at (your e-mail address).

I look forward to hearing back from you.

Sincerely,

Abdul Bakar

The screenshot shows an email composition window titled "Follow-up to Housekeeping Room Attendant Application". The recipient is "manager@hotel.com". The subject line is "Follow-up to Housekeeping Room Attendant Application". The body of the email contains the following text:

Dear Manager,

The Housekeeping Room Attendant position at Homey Hotel is of great interest to me. I recently emailed my resume to you on January 1st and wanted to make sure you reviewed it.

I believe I am qualified for this position and would like the opportunity to meet with you to explore how I may be of value to your Company. An additional copy of my resume is attached. I can be reached at (204) 123-4567 or by e-mail at me@email.com.

I look forward to hearing back from you.

Sincerely,

Abdul Bakar

Below the text, there is a file attachment bar showing "BAKAR, Abdul.docm (31K)". At the bottom of the window, there is a rich text editor toolbar with various formatting options (font face, size, bold, italic, underline, color, background color, bulleted list, numbered list, link, unlink, quote, insert link, insert image, insert video, insert audio, insert emoji) and a "Send" button. The status bar at the bottom right indicates "Saved".



Immigrant Centre

Keep Your Job Search Organized

- Track when you **Follow up** with employers:
 - Company/Employer name and address
 - Date you followed up with employers
 - Name of the person that you followed up with and what they said

	Company	Address / Email	Phone #	Contact Person	Date visited / Notes	Follow-up Date
1	McDonalds	664 Portage Ave	204-949-6035	Mike	July 2 nd	July 13 th
2	Tim Horton's	1060 Henderson Hwy	204-338-7100	Jose	July 3 rd	July 13 th
3	KFC	679 Henderson Hwy	204-987-8206	Ali	July 3 rd	July 16 th
4	Pizza Hut	1347 Henderson Hwy	204-953-4137	Nancy	July 3 rd	July 16 th
5	A&W	1403 Henderson Hwy	204-338-5023	Colin and Cathy	July 3 rd	July 16 th
6						
7						

www.icmanitoba.com

Keep Your Job Search Organized

	Company	Address / Email	Phone #	Contact Person	Date visited / Notes	Follow-up Date
1	McDonalds	664 Portage Ave	204-949-6035	Mike	July 2 nd	July 13 th
2	Tim Horton's	1060 Henderson Hwy	204-338-7100	Jose	July 3 rd	July 13 th
3	KFC	679 Henderson Hwy	204-987-8206	Ali	July 3 rd	July 16 th
4	Pizza Hut	1347 Henderson Hwy	204-953-4137	Nancy	July 3 rd	July 16 th
5	A&W	1403 Henderson Hwy	204-338-5023	Colin and Cathy	July 3 rd	July 16 th
6						
7						
8						
9						
10						



Immigrant Centre

Today I Have Learned How To:

1. Identify my **Skills**
2. Maintain a **Professional Image**
3. Find job postings in the **Visible Job Market**
4. Talk to people (**Network**) for job search support
5. Discover employers in the **Hidden Job Market**
6. Demonstrate confidence **Contacting Employers**
7. **Follow Up** with employers

www.icmanitoba.com



Immigrant Centre

Now What?

Your Success Depends On You!

- The more you look, the sooner you will find it
- Your job is to find a job
- Look for work every day!



www.icmanitoba.com



Immigrant Centre

Success

What you think
it looks like



What it actually
looks like



www.icmanitoba.com



Immigrant Centre

10 Steps to Success

1. Try
2. Try again
3. Try once more



4. Try a little differently
5. Try it again tomorrow
6. Try and ask for help



7. Try to find someone who has done it
8. Try to fix what is not working



9. Try to expand what is working
10. Just keep trying until you succeed

www.icmanitoba.com



Immigrant Centre

Don't Forget!



No matter how bad things go, you're still way ahead of everyone who isn't even trying.

www.icmanitoba.com



Immigrant Centre

Acknowledgements

- This presentation was prepared by the Immigrant Centre Manitoba Employment Services Department.
- Certain information was obtained from *A Guide to Outstanding Interviews* PowerPoint presentation prepared by Manitoba Entrepreneurship, Training and Trade and Life Strategies Ltd. and Career Services, University of Manitoba.

www.icmanitoba.com



Job Search Resources - Places to Look for a Job

Visible Job Market:

- ☐ 1) Look at job websites such as:
 - www.jobbank.gc.ca
 - www.indeed.ca
 - www.kijiji.ca
 - www.winnipegfreepress.com
 - <http://icmanitoba.com/job-search-links>
- ☐ 2) Look for "Wanted" or "apply here" signs in windows or counter of businesses
 - Bulletin Boards (ex. In community centres)
 - Temporary Staffing Agencies (Ex. Manpower, Aactive Pinnacle, etc...)
- ☐ 3) Look at company websites:
 - Find the section called: Jobs - Careers - Employment - Human Resources

Hidden Job Market

- ☐ 1) Networking
 - Informal: Talk to friends, classmates, volunteers or family
 - Use Calling Cards
 - Formal: Employer Events, Job Fairs, Employment Facilitators
 - Volunteering
 - <http://www.volunteermanitoba.ca>
 - <http://winnipegharvest.org/>
 - Schools
 - Businesses that interest you
- ☐ 2) Look at businesses in your community
- ☐ 3) Use Google to search for companies



Employment Trends - Seasons in Manitoba

Listed below are typical hiring trends in Manitoba according to our seasons.

Start Looking in January/February/March (Companies Hire February – April)	
Construction Supply stores	Construction Companies Street repair, Driveway installation, Roofing, Plumbers, Sump Pump, Window and door, Kitchen cabinet, Granite/countertop, Drywall, Cement and concrete, House siding and stucco, Electricians, HVAC
Golf Courses /Golf Stores	
Garden Centers	
Landscaping Companies	
Start Looking in March-May (Companies Hire in May – July)	
Child Care Centers	Football and Baseball Stadium
Stores and Shopping Centers	Restaurants
Start Looking on June-July (Companies Hire August – October)	
Child Care Centers	Hockey Stadium
Stores and Shopping Centers	Restaurants
Furnace Companies	House Insulation
School Divisions	
Start looking August -September (Companies hire October-November)	
Child Care Centers	Banquet Halls and Hotels
Stores and Shopping Centers	Restaurants
Tow Truck Companies/CAA	Snow Removal Services
Start looking in October-November (Companies hire November – February)	
Autobody Shops	Car Dealerships
Cleaners	Drycleaners
Exterminators	Floor Mat Services
Hotels/Motels	



Staffing Agencies

General

Agency	Website	Address	Phone	Date Contacted	Follow Up
Drake International	http://ca.drakeintl.com/recruitment/find-a-job-in-canada.aspx	221 Portage Ave.	(204) 947-0077		
Manpower	http://www.manpower.ca/mp_ca/en/index.htm	100 - 400 St Mary Ave.	(204) 949-7800		
Pinnacle	www.pinnacle.jobs	2nd Floor 394 Graham Ave.	(204) 943-8649		
Randstad	http://www.randstad.ca/search/default.aspx	245 Portage Avenue	(204) 943-5211		
Staffmax	www.staffmax.ca/	206 - 1661 Portage Ave.	(204) 956-7090		

Trades/Manufacturing/Labour

Agency	Website	Address	Phone Number	Date Contacted	Follow Up
Aactive Personnel Services	http://www.aactivepersonnel.com/	125 Adelaide St (Corner of William and Adelaide)	(204) 982-4600		
Drake International	https://ca.drakeintl.com/contact-us/find-a-drake-office/drake-winnipeg.aspx#	221 Portage Avenue	(204) 947-0077		
Houston Recruiting Services Ltd	http://www.houstongrp.com	300 - 478 River Ave.	(204) 515-2578		
Labour Ready	http://www.laborready.com/locations/branch/1064	28 Queen Elizabeth Way	(204) 989-7590		
Labour Ready	http://www.laborready.com/locations/branch/2223	1400 B 305 McPhillips Street	(204) 775-9675		
Manpower	http://www.manpower.ca/mp_ca/en/index.htm	105- 400 St Mary Ave.	(204) 949-7800		
Perfect Placement Systems	http://www.perfect-placement.ca/contact-us.html	A - 328 King Street	(204) 989-5820		
Pinnacle	http://search.pinnacle.jobs/candidate/search_jobs	2nd Floor 394 Graham Ave.	(204) 943-8649		
Randstad	http://www.randstad.ca/search/default.aspx	275 Notre Dame Avenue	(204) 943-5211		
Staffmax	www.staffmax.ca/	167 Lombard Ave.	(204) 956-709		

**Administration/Professional**

Agency	Website	Address	Phone Number	Date Contacted	Follow Up
Accountemps (Robert Half Company)	http://www.accountemps.com/SearchJobs#/form	2400 - 201 Portage Ave.	(204) 957-5400		
Houston Group	http://www.houstongrp.com/	300 - 478 River Ave.	(204) 947-6751		
Manpower	http://www.manpower.ca/mp_ca/en/index.htm	105 - 400 St Mary Ave.	(204) 949-7800		
Office Team	https://www.roberthalf.com/officeteam	2400 - 201 Portage Ave.	(204) 947-9670		
Pinnacle	http://pinnacle.jobs/contact/	2 nd Floor 394 Graham Ave.	(204) 943-8649		
Talentcor	http://www.talentcor.com	102-226 Osborne Street North	(204) 772-5040		
Randstad (Administrative Support)	https://www.randstad.ca/	245 Portage Avenue	(204) 943-5211		
Randstad Technologies (I.T. jobs)	https://www.randstad.ca/	1535 - 1 Lombard Place	(204) 942-1208		
Staffmax	http://www.staffmax.ca/contact-us.html	206-1551 Portage Avenue	(204) 956-7090		



Job Search Tracking – Month 1

- Now it is your turn! Follow the steps below to find your first/next job in Canada.
- **Contact 3-5 Employers every day**
 - **Keep track** (record information) of when you send/give your resume
 - **Follow up** with employers 1-2 weeks after you send/give them your resume
 - **Be courageous!** You cannot succeed if you do not try. We believe you can do it!

	Company	Address / Email	Phone #	Contact Person's Name	Date Applied & Notes	Follow-up Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						



Job Search Tracking Month 2

➤ It is now the 2nd month of your job search. Keep looking and make sure you follow up!

- **Contact 3-5 Employers every day**
- **Keep track** (record information) of when you send/give your resume
- **Follow up** with employers 1-2 weeks after you send/give them your resume
- **Do not give up!** Keep trying even if at first you don't succeed

	Company	Address / Email	Phone #	Contact Person's Name	Date Applied & Notes	Follow-up Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						



Job Search Tracking Month 3

- In the 3rd month of your job search, expect to get call backs and interviews.
- **Contact 3-5 Employers every day**
 - **Keep track** (record information) of when you send/give your resume
 - **Follow up** with employers 1-2 weeks after you send/give them your resume
 - **Keep applying!** You may want to revisit some of the employers from Month 1.

	Company	Address / Email	Phone #	Contact Person's Name	Date Applied & Notes	Follow-up Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						