

The logo features the letters 'S.O.S.' in a large, bold, black font with a 3D effect. Each letter is outlined in white and has a yellow and light blue shadow. The letters are set against a red background that is shaped like a baseball home plate. Below the 'S.O.S.' is the text 'SCHOOL'S OUT SYMPOSIUM' in a pink, sans-serif font.

# S.O.S.

SCHOOL'S OUT SYMPOSIUM

S.O.S is presented in partnership with:



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# Getting Started

Here are some quick tips to help you get started:

## **Get Organized:**

Make sure that your resume is up-to-date and that you have an appropriate outfit for interviews.

## **Make Use of Community Resources:**

Visit an employment resource centre for computer and internet access, extra help with your resume and job search advice.

## **Set Up a Routine:**

Treat looking for work like a job. Set aside time everyday to look at job postings and to apply for jobs. It takes time to find the right job, so be patient and stay positive.

## **Follow-Up:**

Following-up with potential employers after you submit your application can be a great way to help you stand out from the crowd.

# Get the Word Out: Networking

**It is not about what you know or who you know,  
BUT WHO KNOWS YOU!**

## Steps to Networking Success:

- >> Start by contacting people you already know.
- >> Tell everyone and their sister that you are looking for work! You never know who might be able to help.
- >> Give your contacts enough information. Specify your skills, qualifications, and the type of job that you are looking for.
- >> Keep records of your networking activities. This will help you with follow-up.
- >> Follow up and maintain contacts as you establish your network.

# Writing a Great Cover Letter

**A cover letter shouldn't be just a repeat of your resume, but should answer the question, "why should I hire you?"**

Here are a few tips to consider when writing your cover letter:

- >> Type your letter on 8.5 X 11" paper in standard business format.
- >> Whenever possible, address the letter to the proper contact person.
- >> Your letter should be concise and easy to read.
- >> Try to keep it to one page in length.
- >> Make sure that the qualifications highlighted in your cover letter are supported by your resume.
- >> Close the letter by thanking the contact person for their time and express your interest in an interview.
- >> Proofread! Spelling and grammatical errors can make a bad first impression.

# Resume Tips

**The resume is probably the most common job search tool. They come in many shapes and sizes, but all serve pretty much the same function... helping you get that job!**

Here are some things to keep in mind when writing your resume:

- >> Include your contact information (name, address, phone number, email) at the top of the page.
- >> Provide a summary of your skills and experience.
- >> Highlight those that are relevant to the job you are applying for.
- >> Include your Work History and Experience, as well as Education and Training. Don't forget volunteer experience).
- >> Dates should be used to show the length of time spent in each job.
- >> Use action verbs (i.e. organized, developed, etc.) to describe your skills and experience.
- >> Do not include personal information (i.e. age, marital status, etc.) or salary expectations.
- >> Proofread!

# Preparing for an Interview

**Interviews can be a nerve-wracking experience but if you arrive prepared, you will be sure to impress.**

**Here are some quick tips to get you started:**

- >> Research the company / organization.
- >> Bring a copy of the cover letter and resume you submitted. A note pad and a pen may also be useful.
- >> Prepare a list of your references.
- >> Dress for success (usually a step up from what you would normally wear to work).
- >> Practice answering questions or participate in a mock interview with an employment services professional.
- >> Plan to arrive 5 - 10 minutes before your interview time.

# During the Interview

**The Job Interview... a job search reality that we are pretty sure is here to stay. It is a way that an employer can get to know you better, and take a closer look at your skills and experience.**

**Here are some tips to help you ace that interview:**

- >> First impressions are VERY important - Look your best!
- >> Answer all questions truthfully.
- >> Speak clearly and make eye contact with the interviewer(s).
- >> Listen to each question carefully. Feel free to write down your thoughts/key points or ask questions for clarification.
- >> Don't try to be funny or use slang.
- >> Don't smoke or chew gum.
- >> When you leave, thank the interviewer for their time.

# You're Hired! Now What?

**So the interview went great and you got the job! Now what?**

**Here are some tips to help you put your best foot forward and impress your new boss:**

- >>
- >> Arrive on time
- >> Dress appropriately
- >> Be enthusiastic
- >> Follow directions and ask questions if unsure
- >> Find opportunities to keep learning & upgrading your skills
- >> Know your rights and responsibilities
- Be yourself!

# Community Resources

## **Careerworx**

Youth Career and Employment Resource Centre

23 Main Street East

Tel: 905-540-9679

## **Career Development Centre**

181 Main Street West, 3rd Floor

Tel: 905-546-2424 extension 5208

## **Career & Employment Resource Centres**

Barton, Dundas, Red Hill, Sherwood & Terryberry

branches of the Hamilton Public Library

Tel: 905-546-3200

## **Employment Now**

Hamilton City Centre, Level 1, Unit 124

(77 James St. North)

Tel: 905-560-1154

# Community Resources

## **Job Connect**

Mohawk College, Fennel Campus, 135 Fennell  
Tel: 905-575-2177

## **PATH Employment Services**

140 King Street East, Suite 7  
Tel: 905-528-6611

## **Youth Employment Centre**

67 Victoria Avenue South  
Tel: 905-522-4902

## **Monkeybiz.ca**

An online database of employment programs and services in Hamilton  
[www.monkeybiz.ca](http://www.monkeybiz.ca)

# Job Search Websites

## **[www.workopolis.com](http://www.workopolis.com)**

Jobs from major newspaper including The Hamilton Spectator

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

One of the first recruitment sites on the Internet

## **[www.hotjobs.ca](http://www.hotjobs.ca)**

Yahoo's answer to the job search

## **[www.workingatmcmaster.ca](http://www.workingatmcmaster.ca)**

Jobs at McMaster University

## **[www.mohawkcollege.ca/Explore/jobs.html](http://www.mohawkcollege.ca/Explore/jobs.html)**

Jobs at Mohawk College

## **[www.jobs.gc.ca](http://www.jobs.gc.ca)**

Jobs with the Federal Government

## **[www.gojobs.gov.on.ca](http://www.gojobs.gov.on.ca)**

Jobs with the Ontario Government

## **[www.charityvillage.com](http://www.charityvillage.com)**

Jobs in the non-profit sector

## **[www.myhamilton.ca](http://www.myhamilton.ca)**

Jobs with the City of Hamilton

## **[www.jobs.gc.ca](http://www.jobs.gc.ca)**

Service Canada job bank