



7800 Jane Street, Unit 1

JANUARY 2006



CENTRE HOURS

Mon. & Fri .
8:30 AM - 4:30PM
Tues., Wed. & Thurs.
8:30AM - 7:00PM

905-669-JOBS (5627)
vaughanerc@costi.org

ADDITIONAL WORKSHOP INFORMATION

Please register at least one day in advance via email, phone or in person

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>2</p> <p>Happy New Year! Centre Closed!</p>	<p>3</p>	<p>4</p> <p>INTERVIEW TIPS 1 – 3 PM</p>	<p>5</p> <p>COVER LETTER WRITING 1 – 3 PM</p>	<p>6</p> <p>RESUME WRITING (ACCOMPLISHMENT FORMAT) 9 – 11:30 AM</p>
<p>9</p> <p>MOCK INTERVIEWS PLEASE SCHEDULE AN APPOINTMENT TO ATTEND THIS SESSION!</p>	<p>10</p> <p>ABC'S OF RESUME WRITING 1 – 3 PM</p>	<p>11</p> <p>APPRENTICESHIP INFORMATION FOR YOUTH 10 – 11:30 AM</p> <p>New</p>	<p>12</p> <p>CAREER PORTFOLIOS 1 – 3 PM</p> <p>MANPOWER 3:30 – 6:30 PM ➤ BRING YOUR RESUME TO APPLY IN PERSON</p>	<p>13</p> <p>RESUME WRITING (ACCOMPLISHMENT FORMAT) 9 – 11:30 AM</p>
<p>16</p>	<p>17</p> <p>INTRODUCTION TO THE CANADIAN WORKFORCE 1 – 3 PM</p>	<p>18</p> <p>PROCONNECT INFORMATION SESSION 9 – 11 AM</p> <p>RESUME WRITING (ACCOMPLISHMENT FORMAT) 1 – 3:30 PM</p>	<p>19</p> <p>YOUTH CONSULTANT AVAILABLE TODAY! 1 – 4 PM</p> <p>SPHERION 1 – 4 PM ➤ BRING YOUR RESUME TO APPLY IN PERSON</p>	<p>20</p> <p>INTERVIEW TIPS 9:30 – 11:30 AM</p> <p>BE ASSERTIVE 2 – 4 PM</p>
<p>23</p> <p>HIDDEN JOB MARKET 10 – 3 PM</p>	<p>24</p> <p>ACCESSING TRADES & PROFESSIONS FOR ITI 1 – 3 PM</p>	<p>25</p> <p>MOCK INTERVIEWS PLEASE SCHEDULE AN APPOINTMENT TO ATTEND THIS SESSION!</p>	<p>26</p> <p>ABC'S OF RESUME WRITING 1 – 3 PM</p> <p>YOUTH CONSULTANT AVAILABLE TODAY! 1 – 4 PM</p>	<p>27</p> <p>TRANSFERABLE SKILLS 9:00 – 11:00 AM</p>
<p>30</p> <p>RESUME WRITING (ACCOMPLISHMENT FORMAT) 9 – 11:30 AM</p>	<p>31</p> <p>COVER LETTER WRITING 1 – 3 PM</p>	<p>ATTENTION: CLIENTS ARRIVING IN EXCESS OF 15 MINUTES PAST THE START TIME OF WORKSHOPS..... WILL BE REQUIRED TO RE-SCHEDULE!</p>		