



7800 Jane Street, Unit 1




CENTRE HOURS

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

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
ATTENTION: CLIENTS ARRIVING IN EXCESS OF 15 MINUTES PAST THE START TIME OF WORKSHOPS... WILL BE REQUIRED TO RE-SCHEDULE!				
6	7	8	9	10
ABC'S OF RESUME WRITING 9 – 11 AM	COVER LETTER WRITING 1 – 3 PM	INTRODUCTION TO THE CANADIAN WORKFORCE FOR INTERNATIONALLY TRAINED PROFESSIONALS 1 – 3 PM	CREDENTIAL ASSESSMENT 9 – 12 AM ⇒ PLEASE SCHEDULE AN APPOINTMENT TO ATTEND THIS SESSION!	RESUME WRITING (ACCOMPLISHMENT FORMAT) 9 – 11:30 AM
13	14	15	16	17
RESUME WRITING (ACCOMPLISHMENT FORMAT) 9 – 11:30 AM	APPRENTICESHIP INFORMATION FOR YOUTH 10 – 11 AM	GUEST SPEAKER: CERTIFIED GENERAL ACCOUNTANT 10 – 11:30 AM	CREDENTIAL ASSESSMENT 9 – 12 AM ⇒ PLEASE SCHEDULE AN APPOINTMENT TO ATTEND THIS SESSION!	INTERVIEW TIPS 9 – 11 AM
	ACCESSING PROFESSIONS & TRADES FOR ITI 1 – 3 PM	GUEST SPEAKER: RECRUITMENT SPECIALIST (FINANCIAL SECTOR) 1 – 2 PM	SPHERION 1 – 4 PM ⇒ BRING YOUR RESUME TO APPLY IN PERSON	 HAPPY ST. PATRICK'S DAY
20	21	22	23	24
	YOUTH CONSULTANT AVAILABLE TODAY 1 – 4 PM	GUEST SPEAKER: OACETT (ONTARIO ASSOCIATION OF CERTIFIED ENGINEERING TECHNICIANS AND TECHNOLOGISTS) 1 – 3 PM		RESUME WRITING (ACCOMPLISHMENT FORMAT) 9 – 11:30 AM
27	28	29	30	31
INTERVIEW TIPS 9:00 – 11:00 AM	GUEST SPEAKER: FIRST IMPRESSIONS 10 – 11 AM	GUEST SPEAKER: CHARTERED ACCOUNTANT 10 – 11 AM	YOUTH CONSULTANT AVAILABLE TODAY 9 – 12 NOON COVER LETTER WRITING 1 – 3 PM	RESUME WRITING (ACCOMPLISHMENT FORMAT) 9 – 11:30 AM