



7800 Jane Street, Unit 1

APRIL
2006



CENTRE HOURS

Mon. & Fri.
8:30am - 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
3 ABC'S OF RESUME WRITING 9 – 11 AM	4 GUEST SPEAKER: World Education Services (See description – bottom right hand of page) INTRODUCTION TO THE CANADIAN WORKFORCE FOR INTERNATIONALLY TRAINED PROFESSIONALS 1 – 3 PM	5 INTERVIEW TIPS 1 – 3 PM	6 COVER LETTER WRITING 9 – 11 AM TRANSFERABLE SKILLS 1 – 3 PM	7 HIDDEN JOB MARKET 10 – 3 PM
10 RESUME WRITING (ACCOMPLISHMENT FORMAT) 9 – 11:30 AM	11 APPRENTICESHIP INFO SESSION 10 – 11 AM COVER LETTER WRITING 1 – 3 PM	12 MOCK INTERVIEWS 1 – 3 PM	13 BE ASSERTIVE 1 – 3 PM	14 GOOD FRIDAY CENTRE CLOSED
17 EASTER MONDAY CENTRE CLOSED 	18 INTERVIEW TIPS 1 – 3 PM	19 COVER LETTER WRITING 9 – 11 AM ACCESSING PROFESSIONS & TRADES FOR ITI 1 – 3 PM	20 GUEST SPEAKER VOCAL IMPRESSIONS 11 AM – 12 PM	21 RESUME WRITING (ACCOMPLISHMENT FORMAT) 9 – 11:30 AM MOCK INTERVIEWS 2 – 4 PM
24 HIDDEN JOB MARKET 10 – 3 PM	25 CAREER PORTFOLIOS 1 – 3 PM	26 INTERVIEW TIPS 1 – 3 PM	27 COVER LETTER WRITING 1 – 3 PM	28 ABC'S OF RESUME WRITING 2 – 4 PM

ATTENTION: Clients arriving in excess of 15 minutes past the start time of workshops... will be required to reschedule.

OOPS! To avoid the cancellation of seminars, please let us know as soon as possible if you are unable to attend

WES (World Education Services) Guest Speaker:
Get information on the credential evaluation process, and the benefits of evaluating foreign trained credentials for new immigrants.
Credential Evaluations will take place on April 4, 6, 18, and 20. To book an appointment, call (905) 669-5627 or email vaughanerc@costi.org.