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Employment Resource Centres

CHATHAM

120 Wellington Street W.
Federal Building
519-380-8878

WALLACEBURG

786 Dufferin Ave.
Municipal Service Centre
519-627-6986

HOURS

Monday to Friday
8:30 am to 4:00 pm

EMPLOYMENT ONTARIO

This Employment Ontario project is funded in part by the Government of Canada.

Looking to Volunteer?

New listings of volunteer positions available at the Employment Resource Centres

Spice Up Your Resume!

Eliminate These Words

Is your resume a repetitive chorus of the following phrases?

Responsible for...

Able to...

Duties include...

These phrases are over-used and underwhelming when it comes to making a first impression through your resume. 'Able to' does not prove that you have experience at a task, while 'Responsible for' and 'Duties include' do not prove you fulfilled the requirements of your job.

Eliminate these phrases from your resume and use action verbs instead to vividly describe your job duties, responsibilities and accomplishments.

For example, 'Responsible for balancing nightly totals' becomes 'Accurately balanced nightly totals'. 'Able to achieve monthly sales goals' becomes 'Achieved and surpassed sales goals every month'.

Spice up your resume with action words and impress potential employers today.

Sample action verbs: Achieved, Advised, Completed, Coordinated, Delivered, Handled, Implemented, Increased, Maintained, Managed, Operated, Prepared, Researched



EAT, DRINK, AND BE MERRY

Wednesday, December 7
7:00pm - 9:00pm
DeKoKo's
44 Fourth Street, Chatham, Ontario

Join Logix Design Studio, CIK Marketing and other young professionals from throughout Chatham-Kent for a night of networking and festive complimentary snacks at DeKoKo's Espresso and Dessert Bar in downtown Chatham.

For more information visit:
www.facebook.com/ckyoungprofessionals

Admission: \$5 at the door and a canned good donation to the local food bank

Hosted by:

&




New Workshops at the Employment Resource Centres

Job Search that Works

Alternative Methods for a Successful Job Search

For job seekers who want to expand and modernize their job search using more current techniques

- Benefits of networking and how to make connections
- Taking advantage of the Internet and social media
- How to make your application stand out from the crowd

And even more to take your job search beyond job boards and newspaper ads.

Chatham: January 12, 2012, 9:00 am to 11:30 am

Wallaceburg: December 7, 2011, 9:30 am to 11:30 am



To Register Contact:

Chatham ERC
120 Wellington St. W.
Chatham, ON
Phone: 519-380-8878

OR

Wallaceburg ERC
786 Dufferin Ave.
Wallaceburg, ON
Phone: 519-627-6986

Ace the Interview

Skills for Succeeding in Behavioural Interviews

Obtain practical job interview skills that will prepare you for effective future interviews

- Styles of interviewing and preparation techniques
- Tips for before, during, and after the interview
- Discuss typical interview questions and best practices for answering those tough questions

Chatham: December 8, 2011, 9:00 am to 11:30 am

Wallaceburg: January 25, 2012, 9:30 am to 11:30 am

Are you thinking of starting a new business? In the process of getting a business started? Or growing your business?

The Small Business Centre is the one stop destination for business information and support services to help entrepreneurs and small business develop and succeed throughout Chatham-Kent.

Consultations available daily in Chatham and periodically in Blenheim, Ridgetown, Tilbury and Wallaceburg.

Call 519-351-7700 x 2044 for details and to book your appointment!



Small Business Centre

445 Grand Ave. W.
Chatham, ON N7M 5L3

Phone: 519-351-7700

Fax: 519-351-7852

Email: cksbc@chatham-kent.ca

Website: <http://portal.chatham-kent.ca/SmallBusinessCentre>

Free Computer Workshops

To be competitive in today's job market, you must have computer skills. The Employment Resource Centres are offering workshops for the job seekers who have little or no computer knowledge.

Basic Computer

For those with little to no computer experience

Learn:

- Basic functions of a computer
- How to use the mouse and keyboard
- Computer terms and parts

Chatham: Dec. 6 & Jan. 10, 9:00 am

Wallaceburg: Dec. 13 & Jan. 14, 9:30 am

Simple Internet

A introduction to the Internet and e-mail

Learn:

- What the Internet and search engines are
- How to use the Internet for job searching
- Popular job searching sites
- Set up an e-mail account

Chatham: Dec. 6 & Jan. 10, 1:00 pm

Wallaceburg: Dec. 13 & Jan. 14, 1:00 pm

Beyond the Basics

Intermediate computer skills

Learn:

- To navigate and manipulate files and folders
- Keyboard shortcuts
- Intermediate e-mailing
- How to find the information on the Internet

Chatham: Dec. 7 & Jan. 11, 9:00 am

Wallaceburg: Dec. 16 & Jan. 17, 1:00 pm

Intro to Word 2007

An overview of the new version of Microsoft Word

Learn:

- Menus and tools
- How to create new documents
- How to save, print and edit documents

Chatham: Dec. 7 & Jan. 11, 1:00 pm

Wallaceburg: Dec. 16 & Jan. 17, 9:30 am



TO REGISTER CONTACT:

Chatham ERC
120 Wellington St. W.
Chatham, ON
519-380-8878

Wallaceburg ERC
786 Dufferin Ave.
Wallaceburg, ON
519-627-6986



Chatham-Kent Employment Resource Centres
Your #1 source for employment and career supports

FREE COURSES

What Is It?

It is a certificate program to provide students with the opportunity to obtain the necessary pre-requisites for post-secondary studies at any college in Ontario. **A.C.E. courses are all Grade 12 equivalent.**

Who Can Enrol?

ANY STUDENT who has not completed a high school diploma and does not meet the pre-requisites to enrol directly into a post-secondary college diploma program. **ANY STUDENT** who has a high school diploma but does not have one or more of the pre-requisites for a post-secondary college diploma program.

Winter Semester begins January 2012

Thames Campus

1001 Grand Ave. W.
Chatham, ON N7M 5W

Louise Markovich,
Coordinator
(519) 354-9714 Ext. 3586
Room 200B
lmarkovich@stclaircollege.ca



Everyone Deserves a Chance at
a Post-Secondary Education



ST. CLAIR
COLLEGE