



JOB SEEKER TOOLKIT:

Pro Tips to Optimize Your Job Search

WELCOME

Welcome to the Sault Community Career Centre! We're thrilled to present you with this comprehensive Job Seeker Resource Package, designed to support your journey to finding employment.

We understand that searching for a job can be both exciting and challenging. Whether you're just starting your employment journey, looking for a change, or looking to enhance your professional skills, this package is tailored to meet your needs and help you navigate the job market with confidence.

What you'll find inside:

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Feel free to contact us if you have any questions. We want to empower you with the tools and resources you need to achieve your employment goals. Best of luck in your job search, and we look forward to celebrating your successes with you!

Warm regards,

The Sault Community Career Centre

Workshops to Help You Succeed: Resume Development



SCAN ME



We offer a variety of FREE employment-related workshops to support your journey to finding employment.

Resume Development Workshop

Are you ready to polish your resume and shine in your job search?

What you'll get:

- Expert Guidance: Our knowledgeable Employment Counsellors are here to help you craft a professional resume
- Personalized Tips: Discover ways to highlight your unique strengths and experience
- Optimize Your Resume: Learn how to improve your resume and increase your chances of getting noticed
- One-on-One Feedback: Get personalized feedback and hands-on assistance with making impactful changes to your resume

Whether you're just starting your job search or looking to refresh your current resume, this workshop is tailored to help you take the next step in your employment journey!

This workshop is open to EVERYONE! Drop in and participate. Registering in advance is not required.

For more information on when it's offered, please visit our website's Workshops and Events page by following the link below or scanning the QR code at the top of the page:

<https://saultcareercentre.ca/employment-services/job-seekers/workshops/>

Workshops to Help You Succeed: Virtual Job Skills Workshop Series

SCAN ME



Virtual Job Skills Workshop Series

We offer three virtual workshops to choose from, depending on your needs.

During the Employment Readiness Workshop, we'll discuss:

- The free job seeker services that are available to you
- Resume basics and how to “Canadianize” your resume
- Job search do’s and don’ts
- How to do your own labour market research
- Networking to get a job
- Job interview basics and how to answer questions with confidence

During the Resume & Cover Letter Workshop, we'll discuss:

- What is a resume?
- Resume basics
- Two most common resume types
- Parts of a resume
- How to make a perfect cover letter

During the Job Search & Communication Workshop, we'll discuss:

- Where to find job postings
- Determining job eligibility
- How to apply
- Job expectations
- Hiring best practices

For more information on when it's offered, please visit our website's Workshops and Events page by following the link below or scanning the QR code at the top of the page:

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Cover Letter Writing Tips

Contact Information:

- Include your full name, address, phone number, and email address at the top of the cover letter.

Date:

- Add the date of writing the cover letter below your contact information.

Employer's Contact Information:

- Include the name, title (if known), company name, and address of the employer. If you don't have a specific contact name, use "Dear Hiring Manager."

Introduction:

- Start with a polite greeting, such as "Dear Hiring Manager," followed by a strong opening sentence that grabs attention and mentions the position you are applying for.

Body Paragraphs:

- **First Paragraph:** Introduce yourself and mention how you found out about the job opening. Briefly highlight your relevant experience, skills, or qualifications.
- **Middle Paragraph(s):** Focus on specific achievements or experiences that demonstrate your fit for the role. Highlight key skills and experiences that match the job description.
- **Final Paragraph:** Express enthusiasm for the opportunity and reiterate why you are a strong candidate. Mention your interest in discussing how your skills and experience align with the company's needs in an interview.



Cover Letter Writing Tips Continued

Closing:

- Use a professional closing, such as "Sincerely," followed by your full name. Leave a space for your signature if submitting a physical copy.

Length and Format:

- The cover letter should be concise, typically one page in length, and use a professional font and standard margins.

Proofread and Edit:

- Check for grammatical errors, typos, and clarity. Ensure the cover letter is well-organized and easy to read.

Customization:

- Tailor each cover letter to the specific job application. Customize the content to match the job requirements and company culture.

Additional Information:

- Include any additional information requested in the job posting, such as salary expectations or availability for interviews.

Sample Cover Letter

Feel free to customize this template to suit your needs and the specifics of the job you're applying for.

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Your Email]
[Your Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, Province, Postal Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job posting]. With my [number] years of experience in [your field or industry], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe a key responsibility or accomplishment that relates to the job you're applying for]. This experience has equipped me with [mention any relevant skills or qualifications] that I believe will be valuable in the [Job Title] position at [Company's Name].

I am particularly drawn to this opportunity because [mention something specific about the company or role that excites you]. I am eager to bring my [specific skills or attributes] to your team and contribute to [Company's Name]'s continued success.

I have attached my resume for your review and would welcome the opportunity to discuss how my background, skills, and certifications will be beneficial to [Company's Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Name]



Resume Writing Tips

Tailor Your Resume to the Job:

- Customize your resume for each job application by highlighting relevant skills, experiences, and achievements that match the job requirements.

Choose the Right Format:

- Use a clean and professional format that is easy to read. Consider using a chronological, functional, or combination format based on your work history and career goals.

Include Contact Information:

- Place your name, phone number, email address, and LinkedIn profile (if applicable) prominently at the top of the resume.

Summary or Objective Statement:

- Include a brief summary or objective statement that highlights your career goals and summarizes your qualifications and experience.

Highlight Key Skills:

- Create a dedicated section to showcase your key skills relevant to the job. Use bullet points to list skills that are directly applicable to the role.

List Professional Experience:

- Include your work experience in reverse chronological order (most recent first). For each position, include the company name, location, job title, and dates of employment. Describe your responsibilities and achievements using action verbs and quantify results whenever possible.

Education and Certifications:

- List your educational background, including degrees, diplomas, certifications, and relevant coursework. Include the name of the institution, location, and graduation dates.



Resume Writing Tips Continued

Additional Sections:

- Depending on your experience and the job requirements, consider adding sections such as:
 - **Projects:** Highlight relevant projects you've worked on.
 - **Volunteer Work:** Include volunteer experiences that demonstrate transferable skills.
 - **Languages:** Specify languages you speak fluently.
 - **Technical Skills:** List software programs, tools, or technologies you are proficient in.

Use Action Verbs:

- Start bullet points describing your experiences with action verbs (e.g., managed, developed, implemented) to convey your accomplishments effectively.

Proofread and Edit:

- Review your resume for grammatical errors, typos, and formatting inconsistencies. Consider asking a friend or career advisor to review it as well.

Keep it Concise:

- Aim for a resume length of one to two pages, focusing on the most relevant and impactful information.

Use Keywords:

- Tailor your resume to include keywords from the job description to pass through applicant tracking systems (ATS) used by many employers.

Update Regularly:

- Regularly update your resume to reflect new skills, experiences, or achievements as your career progresses.

OLIVIA WILSON

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SUMMARY

Detail-oriented administrative professional with over three years of experience providing comprehensive support to executive teams and office operations. Proven track record of managing administrative tasks efficiently and maintaining strict confidentiality. Strong organizational skills coupled with excellent communication abilities to coordinate office activities and facilitate smooth workflow.

WORK EXPERIENCE

Administrative Assistant, Arowwai Industries Oct 2023 - Present

- Managed executive calendars, schedule meetings, and coordinate travel arrangements.
- Maintained office supplies inventory and order supplies as needed, optimizing cost efficiency.
- Assisted in organizing company events, ensuring seamless execution.

Office Coordinator, Borcelle Jan 2022 - Sept 2023

- Provided administrative support to a team of 20+ employees, including calendar management, expense reporting, and meeting coordination.
- Acted as a liaison between departments, fostering effective communication and collaboration.
- Assisted in onboarding new employees, facilitating orientation sessions and ensuring compliance with company policies.

Internship, Salford & Co Corporation Apr 2021 - Dec 2021

- Supported senior executives with administrative tasks, including scheduling meetings, managing correspondence, and preparing reports.
 - Assisted in the planning and execution of corporate events and client meetings, ensuring a high level of professionalism and attention to detail.
-

EDUCATION

Bachelor of Business Administration Jan 2019 - Feb 2021

University of Business Excellence

- Major in International Business.
- Final CGPA: 3.90

Foundation in Business Administration Jan 2018 - Dec 2018

Borcelle University

- Final CGPA: 3.80
-

KEY SKILLS

- Office Suite software.
- Data entry.
- Organizational and time management skills.
- Corporate communications.
- Problem solving.
- Customer service.
- Attention to details.
- Fluent in English and Mandarin.



Job Search Strategies

Effective Job Search Techniques

- 1. Daily Routine:**
 - Dedicate specific hours each day to job searching.
 - Balance job applications, networking, and skill development.
- 2. Targeted Applications:**
 - Focus on quality over quantity.
 - Customize each application to the job description.

Time Management Tips

- 1. Set Goals:**
 - Daily and weekly job search goals (e.g., number of applications, networking activities).
- 2. Use a Planner:**
 - Schedule job search activities and track deadlines.
- 3. Take Breaks:**
 - Avoid burnout by taking regular breaks and maintaining a healthy work-life balance.

Handling Rejection

- 1. Stay Positive:**
 - Reframe rejection as a learning opportunity.
 - Keep track of feedback and improve for future applications.
- 2. Seek Support:**
 - Talk to friends, family, or mentors for encouragement.
 - Consider joining a job search support group.



Job Search Websites

Here's a list of some local and popular job search websites.

Sault Community Career Centre

- **Website:** <https://saultcareercentre.ca/employment-services/job-seekers/job-board/>

Algoma Workforce Investment Corporation (AWIC)

- **Website:** <https://awic.ca/jobs/>

SooToday

- **Website:** <https://www.sootoday.com/classifieds/careers>

The City of Sault Ste. Marie Employment Opportunities

- **Website:** <https://saultstemarie.ca/Government/City-Departments/Corporate-Services/Human-Resources/Job-Opportunities.aspx>

Indeed

- **Website:** <https://ca.indeed.com/>

LinkedIn

- **Website:** <https://www.linkedin.com/>

Job Bank

- **Website:** <https://www.jobbank.gc.ca/>



JOB OPPORTUNITY

Sault Ste. Marie's Biggest Employers & Other Resources

These employers offer employment opportunities in sectors such as manufacturing, education, healthcare and social assistance, and government.

Algoma Steel Inc.

- **About:** One of the largest steel manufacturers in Canada, providing numerous jobs in the region.
- **Website:** www.algoma.com

Sault Area Hospital

- **About:** A major healthcare provider offering a wide range of medical services and employment opportunities.
- **Website:** www.sah.on.ca

Ontario Lottery and Gaming Corporation (OLG)

- **About:** Operates casinos and other gaming facilities, employing many in the service and administration sectors.
- **Website:** www.olg.ca

Algoma University

- **About:** A post-secondary educational institution offering various academic programs and employment opportunities.
- **Website:** www.algomau.ca

Sault College

- **About:** Another post-secondary educational institution providing various academic programs and employing faculty and administrative staff.
- **Website:** www.saultcollege.ca

The City of Sault Ste. Marie

- **About:** The municipal government, providing a range of public services and employing a significant number of people in various roles.
- **Website:** www.saultstemarie.ca



JOB OPPORTUNITY

Sault Ste. Marie's Biggest Employers & Other Resources Continued

Tenaris

- **About:** A manufacturer of steel pipes and tubes, contributing to the industrial employment base in the region.
- **Website:** www.tenaris.com

PUC Services Inc. (PUC)

- **About:** Provides utility services (water, electricity, and telecommunications) and employs many local residents.
- **Website:** www.ssmruc.com

Algoma District School Board (ADSB)

- **About:** Provides public education to students in the Sault Ste. Marie area and employs a large number of educators and support staff.
- **Website:** www.adsb.on.ca

Huron-Superior Catholic District School Board (HSCDSB)

- **About:** Offers Catholic education to students in the Sault Ste. Marie area, employing many teachers and administrative staff.
- **Website:** <https://www.hscdsb.on.ca/>

Nogdawindamin Family and Community Services

- **About:** Assists the communities in their responsibility to strengthen families and communities for the safety and well-being of children by providing community based services grounded in Anishnawbek values.
- **Website:** <https://www.nog.ca/>

Sault Ste. Marie Chamber of Commerce Business Directory

- **About:** A comprehensive directory of local businesses, offering a resource for finding employment opportunities with a variety of employers in the Sault Ste. Marie area.
- **Website:** <https://www.ssmcoc.com/list>



Interview Tips: Common Interview Questions

Tell me about yourself.

- **Tip:** Structure your answer to cover your background, experience, and why you're interested in the role. Keep it concise and relevant to the job.

What are your strengths and weaknesses?

- **Tip:** Be honest about your strengths and choose weaknesses that you're actively working to improve. Provide examples of how you've addressed your weaknesses.

Why do you want to work here?

- **Tip:** Research the company and align your answer with their values and goals. Highlight what specifically attracts you to the company and the role.

Describe a challenge you faced at work and how you handled it.

- **Tip:** Use the STAR method (Situation, Task, Action, Result) to structure your response. Focus on how you approached the challenge and the outcome.

Where do you see yourself in five years?

- **Tip:** Show ambition and career planning. Tailor your answer to align with the company's growth and how the role fits into your long-term goals.



Interview Tips: Types of Interviews & Follow-up

Phone Interviews

- **Tip:** Find a quiet place, have your resume and job description in front of you, speak clearly, and be concise. Prepare a cheat sheet with key points and questions.

Virtual Interviews

- **Tip:** Test your technology beforehand, dress professionally, ensure a clean background, maintain eye contact by looking at the camera, and minimize distractions.

In-Person Interviews

- **Tip:** Dress appropriately, arrive on time, bring copies of your resume, and prepare questions to ask the interviewer. Make a good first impression with a firm handshake and confident body language.

Send a Thank-You Note

- **Tip:** Send a personalized thank-you email within 24 hours of the interview. In it, mention specific points discussed during the interview and reiterate your interest in the role.

Follow-up on Application Status

- **Tip:** A follow-up email can be sent after the thank-you note, typically a week or two later, so it doesn't conflict but continues the communication. To ensure there's no redundancy, the follow-up email should subtly reference the previous thank-you email.



Interview Tips: What to Wear

Grooming

- **Tip:** Ensure your hair is neat and well-groomed. If you choose to wear makeup, keep it subtle and professional.
- **Tip:** Avoid wearing strong perfumes or colognes, as some people might be sensitive to strong scents.

Opt for Professional & Versatile Clothing

- **Tip:** Understand the company's dress code by researching their website and social media or asking your recruiter. Dress slightly more formal than the company's everyday dress code.
- **Tip:** Choose a professional-looking top. Avoid overly casual tops like t-shirts or tank tops. Opt for neutral colours like black, navy, gray, white, and beige.
- **Tip:** Wear dress pants, chinos, or a knee-length skirt. Ensure they are clean, well-pressed, and fit well.
- **Tip:** Keep accessories simple and professional.
- **Tip:** Use a professional-looking bag, such as a briefcase, tote, or portfolio, to carry your resume and other necessary documents.
- **Tip:** Choose footwear that is clean and suitable to the company's culture.



Networking Tips: Building Your Network & Effective Networking Strategies

Building Your Network

- **Attend Industry Events:**
 - Participate in conferences, workshops, and seminars relevant to your field. Engage with speakers and attendees to expand your network.
- **Join Professional Associations:**
 - Become a member of industry-specific organizations to access networking events, resources, and job listings.
- **Leverage Social Media:**
 - Use LinkedIn to connect with industry professionals, join groups, and participate in discussions. Share relevant content and engage with others to increase your visibility.
- **Optimize Your Profile:**
 - Complete your LinkedIn profile with a professional photo, detailed work experience, skills, and a compelling summary. Use keywords relevant to your industry.

Effective Networking Strategies

- **Prepare Your Elevator Pitch:**
 - Develop a brief and compelling summary of who you are, what you do, and what you're looking for. Practice delivering it confidently.
- **Follow Up:**
 - After meeting new contacts, follow up with a personalized message. Mention where you met and express your interest in staying in touch.
- **Give Before You Get:**
 - Offer help or valuable information to your contacts without expecting immediate returns. Building strong relationships often starts with providing value.



Consider Volunteering

Benefits of Volunteering

- **Skill Development:**
 - Allows you to develop new skills and gain experience in different fields.
- **Networking:**
 - Connect with professionals and expand your network.
- **Resume Building:**
 - Add volunteer experiences that demonstrate your commitment and references from supervisors to support your job applications.
- **Community Impact:**
 - Make a positive impact and support causes you care about.

Local Volunteer Opportunities

- **Sault Area Hospital:**
 - <https://sah.on.ca/join-our-team/volunteering/>
- **Algoma Family Services:**
 - <https://algomafamilyservices.ca/join-our-awesome-team/>
- **Rotary Club of Sault Ste. Marie:**
 - <https://rotarysault.com/membership/>
- **Algoma University:**
 - <https://algomau.ca/students/clubs-associations/student-volunteer-program/>
- **Children's Aid Society of Algoma:**
 - <https://algomacas.org/volunteer/>
- **Community Living Algoma:**
 - <https://communitylivingalgoma.org/get-involved/volunteers/>
- **United Way Sault Ste. Marie & Algoma District:**
 - <https://www.uwssmalgoma.ca/volunteer>
- **Art Gallery of Algoma:**
 - <https://www.artgalleryofalgoma.com/volunteer-opportunities.html>

Resources for Newcomers: Immigration Pathways



This section provides information and links to valuable resources regarding immigration pathways to Canada and Ontario.

Immigration, Refugees and Citizenship Canada (IRCC)

- **About:** IRCC is the department of the Government of Canada responsible for immigration to Canada, refugees, and Canadian citizenship.
- **Website:** <https://www.canada.ca/en/immigration-refugees-citizenship.html>

Working in Canada as an International Student Information

- **Website:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work.html>

Post-Graduation Work Permit (PGWP) Information

- **About:** You may be eligible for a PGWP if you graduated from a designated learning institution (DLI) and want to stay in Canada temporarily to work.
- **Website:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/about.html>

Ontario Immigrant Nominee Program (OINP)

- **About:** Learn how foreign workers, international students or business owners from outside of Canada can apply for permanent residence in Ontario, or how Ontario businesses can recruit international talent.
- **Website:** <https://www.ontario.ca/page/ontario-immigrant-nominee-program-oinp>

Rural and Northern Immigration Pilot (RNIP)

- **About:** RNIP is a community-driven program designed to spread the benefits of economic immigration to smaller communities by creating a path to permanent residence for skilled foreign workers who want to work and live in one of the participating communities.
- **Website:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/rural-northern-immigration-pilot.html>



Resources for Newcomers: Language Instruction

This section provides information and links to valuable resources regarding English and French language instruction in Sault Ste. Marie.

Language Instruction for Newcomers to Canada (LINC) Classes at Sault Community Career Centre:

- **About:** Build your confidence in speaking and understanding English. Take advantage of our FREE in-person LINC classes. Our full-time day classes and part-time evening classes are available for all skill levels and are designed to help you succeed.
- **Website:** <https://saultcareercentre.ca/settlement-services/>

Northland Adult Learning Centre:

- **About:** Offers English as a second language (ESL) courses by certified instructors.
- **Website:** <https://adsbadulted.com/locations/northland/>

Centre d'éducation et de formation pour adultes (CÉFA):

- **About:** Sault Ste. Marie's only French adult learning centre. They also offer French as a Second Language courses and more.
- **Website:** <https://cefassm.com/>



Thank you for taking the time to explore our Job Seeker Resource Package. We hope these resources empower you with the knowledge and tools you need to navigate your job search successfully.

Remember, we're here to support you every step of the way. Our dedicated team offers a range of free resources and services to assist you in your job search and career development.

Additionally, we provide free settlement services to newcomers and refugees to ensure a smooth transition and integration into the community. Our services help you achieve your goals and thrive in your new environment.

If you have any questions or need further assistance, please don't hesitate to reach out to us. We look forward to supporting you on your journey to employment success.

We'd love to hear your feedback on this resource package and whether you found it helpful. Please take a moment to complete our survey by following the link <https://forms.office.com/r/bxrCjiTWMb> or scanning the QR code below.

Best of luck, and we can't wait to celebrate your achievements with you!

Warm regards,

The Sault Community Career Centre





CONTACT

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saultcareercentre.ca



HOURS

MON - FRI: 8:30 AM - 4:30 PM



LOCATIONS

503 QUEEN ST. E

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SAULT STE. MARIE, ON P6A 1Z5



Immigration, Refugees
and Citizenship Canada

Immigration, Réfugiés
et Citoyenneté Canada

Canada

EMPLOYMENT
ONTARIO

EMPLOI
ONTARIO

Ontario

