



EMPLOYMENT SERVICES

975 MEYERSIDE DRIVE, MISSISSAUGA, ON L5T 1P9 • 905.670.1967 • WWW.PEELCAREER.COM

### MARCH 2012 ERC & WORKSHOP CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5	6	7	8 <b>Interview Skills:</b> Convince the Employer to hire <b>YOU!</b> 9am – 3pm	9
12	13 <b>Second Career Info Session 9:30am-10:30am</b>	14	15	16
19	20	21	22 <b>Resumes:</b> <b>9am – 11:30am</b> <hr/> <b>Job Search Letters:</b> <b>1pm – 3:30pm</b>	23
26	27 <b>Second Career Info Session 9:30am-10:30am</b>	28	29	30

**ERC Hours:** Monday – Thursday: 8am – 4pm, Friday: 8am – 12pm  
**\*closed Monday to Thursday between 12pm and 1pm for lunch\***



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## WORKSHOP DESCRIPTIONS

- 1. Interview Skills: Convince the Employer to Hire YOU!** Learn how to effectively answer common and challenging interview questions and practice during a group and/or one-on-one mock interview!
- 2. Second Career Info Session** – A comprehensive review of the Second Career program eligibility requirements and detailed step-by-step information regarding the application process.
- 3. Resumes: Write Resumes that get Interviews!** Learn about different resume styles and how to select the most effective style for you. Develop a resume that gets the employers attention and captures their interest so that they will contact you for an interview!
- 4. Job Search Letters: Communicate Professionally from Application to Follow-up!** Learn how to communicate professionally from application through to the post-interview stage in order to make solid connections with employers.

**Workshops are available to anyone FREE of charge!**

**\* Space is limited so please call 905.670.1967 or email [erc@peelcareer.com](mailto:erc@peelcareer.com) to register!\***

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