

Attention: Hire Me!

The How-to-Hire-You Guide That Has Employers' Attention

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The little voice in your head says "get a job!", and you ask how? Put that little voice to work – trust me, that voice is the first step to acquiring your new job. The ability to *locate* potential employers and effectively *communicate* with them is the key.

1. Ask *not* what an employer can do for *you*; tell the employer what *you* can do for *them*. Use the internet or phone book to *locate* potential employers and apply to companies that aren't currently seeking candidates. Simply because a company hasn't posted a job, doesn't necessarily mean one isn't available or becoming available. Send a resume and a letter telling employers what *you* can do.
2. Apply *not* only via email; use your *voice* to be heard by employers. Most candidates don't take the time to do this. Make a follow-up phone call.
3. Success brings success. *Share* your career highlights and success stories. Being *personable* is being *professional*. Include success stories on your resume, not just job descriptions and duties.
4. Focus and hard-work bring attention. Explain to potential employers why *you* are a good fit. Until you're aware of why *you* and the company are a good fit, the employer won't either.
5. As far as that little voice is concerned, following these steps will create a *loud* and *clear* one, shouting out to employers everywhere "hire me!"

CONNECT WITH JOB CONNECT!

2nd Chance can help you get that first job, get past jobs that have gone wrong, or just figure out what career to start working towards. Our staff will also take the time to connect you to other supports according to your needs. Whatever you are facing, we want to help!

We provide:

- Comfortable spaces with access to photocopying, faxing, telephones and high-speed internet
- Job boards with full-time, part-time and casual postings
- Caring, expert employment counsellors to meet one-to-one
- Assistance writing resumes and cover letters
- Access to training opportunities and apprenticeship scholarships
- Help with career exploration and goal-setting
- Workshops on resumes, interviews, job search, computers, and more
- Extra support and employer contacts from our Job Developers
- Job shadows, short-term paid job trials, and longer placements if you are eligible
- Answers to all your employment and education questions. If we don't know, we'll find out!

For more information, please call us at 519-823-2440 or 519-823-2818 – or just come on in!



2nd Chance would like to apologize to our clients for any inconvenience the Norfolk Street construction may cause when visiting our office. Additional parking is available on Suffolk Street, Green Street and Wellington Street. Thank you for your continued patience!

