

# How to Use Job Search Tip Sheets

## Who is The Centre for Skills Development & Training?

The Centre for Skills Development & Training (The Centre) has been a leading provider of quality career and workforce development programs, products and services in the Halton region since 1988. For more information about The Centre, please visit our website at [www.thecentre.on.ca](http://www.thecentre.on.ca)

## Why Job Search Tip Sheets?

The Centre's primary goal in designing the Job Search Tip Sheets was to save both practitioners and customers time, money, and frustration caused by the need to refer to many different resources to gain a basic overview of job search topics. Each Tip Sheet takes the "best of the best" information from years of hands-on practice and puts it into a practical at-a-glance format.

## Job Search Tip Sheets by Theme

For ease of use, the Tip Sheets have been divided into four different categories, by related theme. Each category is color coded, so that all Tip Sheets belonging in a particular category share the same color scheme. Each Tip Sheet has also been assigned a unique code consisting of the category title (e.g. 'R' for Resume) and the number listed below.

### Resume

1. How do I Write a Resume?
2. What is a Resume Summary?
3. What is an Accomplishment Statement?
4. What is a Chronological Resume?
5. What is a Functional Resume?
6. What is a Combination Resume?
7. What is a Plain Text Resume?

### Cover Letter

1. How do I Write a Cover Letter?
2. Cover Letter Samples
3. How to Start and End a Cover Letter

### General (For the Practitioner)

1. How to Use Job Search Tip Sheets

### Interview

1. What is an Employment Interview?
2. What is a Telephone Interview?
3. What are Common Interview Questions and Answers?
4. What is a Behavioural Interview?
5. Questions to Ask an Interviewer
6. What is an Interview Thank You Letter?
7. What is a Reference?

### Job Search

1. How do I Research a Company?
2. What is Cold Calling?
3. What is Networking?
4. What is Information Interviewing?
5. What is Your Online Image?
6. How do I Use Facebook to Job Search?

# Using the Job Search Tip Sheets in Various Situations and Settings

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## Self-Directed or Drop-in Environments

Customers using employment resource centres, newcomer information centres and other types of drop-in resource environments will find the Job Search Tip Sheets to be handy reference tools for conducting self-directed job search.

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## One-to-One Coaching or Counselling Sessions

In an individual counseling or coaching session, the Tip Sheets are a powerful tool that can be used by the practitioner to clearly illustrate the advice they provide verbally.

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## Group-based Settings

In group-based workshop settings, the Tip Sheets lend themselves to many different and creative uses. Their use is really only limited by the imagination of the workshop facilitator!

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## Displaying The Job Search Tip Sheets

For ease of use by customers, it is recommended that the Tip Sheets be displayed by theme, so that all Tip Sheets dealing with a particular theme (e.g. Resume) be displayed next to each other.

Slat walls with plastic display cases work especially well and can be purchased through any library supply company. Of course, if budget or wall space is a concern, the Tip Sheets can also be laid out on a bookshelf or even a table top.

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## Printing The Job Search Tip Sheets

The Tip Sheets should be printed or photocopied in a double-sided fashion as the information contained on one side supplements the information contained on the opposite side. To ensure each Tip Sheet is printed correctly, please match the code on the top right corner of both the front and back sides.

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For more information, please visit The Centre's website [www.thecentre.on.ca](http://www.thecentre.on.ca) or contact Susana at **905-333-3499, 187 matozzos@thecentre.on.ca**