



# Newsletter 2016

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**RESOURCE CENTRE**

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# Message From The Editor

+ *Jude Gaal*

CAREER COUNSELLOR / WORKSHOP FACILITATOR

It's the most wonderful time of the year. I can't help but think that as another September rolls around. For me this month has always been the harbinger of new beginnings whether it's going back to school to acquire new computer skills or taking a calligraphy class through the Leisure Guide. Over the past year, when the staff and I were talking about trends in job search, one topic kept coming up—social media. Because this is considered to be an excellent job search tool we have decided to put our focus on this topic for this newsletter, and the next two upcoming newsletters. We hope they will add to your knowledge and ability to use this new job search tool. Our executive director, Keith Robinson starts the ball rolling by

addressing how job search has changed significantly and how using social media can help a job seeker increase the chances of finding the job and the employer that will be a "good fit." Next up, board member Melissa McCann, shares the benefits of creating a Linked In profile, and career counsellor Kristina Lonstrup tells readers how Twitter can help in their job search. Employment Facilitator / Computer Instructor, Betty Punkert, shares her expertise on setting up a digital portfolio, and in this Dear Career Counsellor column you will find tips on how to improve English skills without going back to school.

I'd like to end with two pieces of exciting news. First, in addition to being on Twitter, OVRC can now be found on LinkedIn and Facebook. We look forward to you going onto our social media sites and giving us your feedback. Second, the staff has been busy creating new workshops, over the summer, to help clients target their job search. We are confident that the addition of these new workshops will help clients become more focused, motivated and engaged in their job search, which can only lead to success. Go to the Career and Pre-Employment Workshops page for a detailed description of all the workshops. For dates and times of workshops, public access hours and computer courses go to [www.ovrc.ca](http://www.ovrc.ca) and click on the monthly calendars, or give us a call at 204.989.6503.

## QUARTERLY QUOTE



# The Good Old Days?

+ Keith Robinson  
EXECUTIVE DIRECTOR

**B**ack in my younger days when I was looking for work I went down to the employment office where there were large panels filled with little cards. Each card was a job posting that listed what employers looking for. You wrote down the information, went to their workplace and introduced yourself, and, in most cases, you would start working right away. It was easy and fast. However, rushing into a job, I often noticed that once I started I did not like it. This was not a great situation for me or the employer. I knew if I did not want to be there, I would not put out my best effort. It was back to the employment office and another look at the panel of cards. Yes the process was quick and easy; however, when you look at it, it wasn't efficient for the job seeker or the employer.

Today, clients cannot understand why the recruitment process had to change. Working at OVRC I have often heard clients say, "Why do I have to apply this way? I just want to fax my resume, or drop it off in person. I have always just used the Job Bank or looked in the newspaper. It has always worked for me in the past." If this sounds like you, know that you have put up a road block in your job search. This can eliminate the opportunity to find the job you have always wanted with the company you have always wanted to work for. One of the most important parts of being successful during changing times is the ability to understand why the changes are taking place and then adapting to meet those changes. Let's take a look at why there have been changes in the hiring process.

Employers have to be extremely competitive to keep their doors open in today's global economy. They can't afford the cost of staff turnover if they want to stay in business. In addition, the cost of advertising a job in a newspaper is extremely high and not something that many smaller companies or nonprofit organizations can afford. Combine this with the fact that significantly less people read the newspaper today and it's not hard to see that employers were facing a diminishing talent pool to choose from for recruitment.

From an employee perspective, I don't think there is a

person out there who wants to realize that the job they have just accepted is not a good fit. Being in a job that is not a good fit leads to more sick time, less productivity and poorer evaluations, all of which can make that next position harder to find. It's clear that things had to change both for the job seeker and the employer.

Employers have adapted to changes in the hiring process in a number of ways. The use of behaviour descriptive interview questions is now standard in most job interviews. In addition, some companies have gone to using online applications that automatically screen out candidates who don't include key words. Many others have been using social media as a recruitment tool more and more often.

Job seekers also need to adapt to changes in the hiring process. One key adaptation that job seekers can make is to research companies and target the companies they want to work for. If you change your approach to job search you might just uncover that perfect fit for you and your future employer. Just as employers have included social media in their search for the perfect employee, you now also have this wonderful opportunity to find the perfect employer by using the internet to explore companies on Linked In, Facebook and Twitter. By investing the time to target your job search and develop your personal brand you will be successful in finding meaningful employment as you will find the best match for you—and the employer.

OVRC wants to be the bridge that links to your success in this new age of recruitment. In addition to the Centre's two foundational job search workshops—Ace That Interview! and Living In My Job Search—as well as the Career Exploration workshop, we have created a number of new workshops:

## **My Target Company List**

## **Branding Yourself**

## **Research=Job Search Success**

## **Informational Interviews**

## **Scheduling for Success**

## **Making Smart Reference Choices**

to simplify the job search into smaller, manageable tasks. There is also a new Job Search Club to provide assistance with any questions regarding resumes, cover letters, online applications and much more. If you would like use social media as part of your job search strategy book a one-on-one appointment with a career counsellor to develop your own LinkedIn page, or Twitter account. Dates and times for all our services are on our website at [www.ovrc.ca](http://www.ovrc.ca). We look forward to seeing you at the Centre and being a part of your job search success!

# Who needs a linkedin profile? You!

+ Melissa McCann

CAREER COACH & CONTENT MANAGER, STEINBACH CREDIT UNION

LinkedIn is a powerful online networking tool for business professionals: it is a place where you can present your professional profile and develop relationships that can help you in your job search. LinkedIn is most effective for the mid-career professional, although anyone can benefit from creating a profile. Over the next three articles, I'll be exploring how to get started in LinkedIn, how to develop your network, and then, how to leverage this tool to explore new job opportunities, research companies, and 'warm up' the application process for new positions.

## Creating Your Profile – Where it all Begins

The first step with LinkedIn is creating a keyword-rich profile where you talk about your skills. I know it can be a challenging task for many people to write about themselves, so here are my top tips for each of the important sections.

**Name:** In the name section, write out your full name, abbreviated 'nick name', and any credentials. For instance, if you are named James Smith, but go by Jim, then your LinkedIn should read "James (Jim) Smith, MBA". Otherwise, if employers and connections search for Jim Smith, they may not find you.

**Headline:** You have 120 characters to create a headline in LinkedIn. The key here is to be descriptive, because this is one of the first things people will see when viewing your profile. Instead of "Customer Service Manager at XYZ Company", try focusing on your skillset with "Customer Service Leader: Call Center, Sales Support, Customer Engagement". Pulling in some keywords, or your key skills, will help potential employers immediately understand your value. LinkedIn will automatically pull in your current position as a headline, but you can edit this at any time.

**Summary:** You have 2,000 characters to write your summary, which is essentially an introduction to you. This is a great place to talk about yourself, so be sure to write in first person (as though you are having a conversation. Some ideas include a written summary of your career, what you are looking for in a new role, or what you have valued most about the work you do. Include a keyword list, titled "Areas of Expertise". If you

## Search Engine Optimization.

*A fancy way of saying, "Does your profile have the right words for your expertise?" If the words you use in your profile don't match the words recruiters and employers are using to search for candidates...you won't get found. You can find valuable help defining your skill set keywords by reading job descriptions, both yours and those jobs you want. Then, use these words clearly and meaningfully throughout your profile.*



are an employed job seeker, talk instead about the value you bring to your current company. You can pull in keywords and talk about how you help your current company achieve its mission and vision.

**Employment Experience and Education:** Throughout your career and academic history, you have undoubtedly celebrated many accomplishments. This is the place to talk about them. For each entry, you can briefly mention your key responsibilities, and then talk about the most memorable accomplishments. Keep it brief, but be sure to include a lot of keywords that will help potential employers understand your value.

**Endorsed Skills:** In this section, you can add the keywords relevant to your industry. Your connections can add other skills to your list and can “endorse” you for skills. It’s important to manage this section carefully, removing irrelevant skills and adding new ones as you explore jobs.

**Photo:** Finally, a word on photos. Putting a picture of yourself online increases your credibility. It’s also a very important piece to show that you are an interesting and approachable individual (so don’t be afraid to show off your winning smile!). Statistically, adding your picture to your profile will make you 14 times more likely to be found, and more than 36 times more likely to be messaged.

Your profile doesn’t have to be an “all or nothing” activity. Try building your profile slowly a piece at a time. If you use this approach, start by creating your account, then add your employment experience and education. Save the Summary section for last so that you can build an interesting and compelling profile that will catch the attention of potential employers.

**Don’t forget to read the second article of the series in the Winter 2017 newsletter and learn how to develop your network.**

**Protect Your Privacy.** LinkedIn has many privacy settings that will help you manage the flow of information. The most important setting is found on your “Edit Profile” screen. On the right-hand side of the screen there is a yes/no toggle switch. When you are updating your profile, be sure to toggle the switch to “no” so you aren’t sharing updates as you make them. Otherwise, your connections will be messaged for each update you make.



*Melissa McCann is an executive Career Coach with nearly eight years’ experience helping career-minded professionals throughout the job search process. In addition, Melissa is the Content Manager for Steinbach Credit Union. She joined OVRC’s Board of Directors in January 2016.*

# How Twitter Helps Your Job Search

+ Kristina Lonstrup  
CAREER COUNSELLOR

I joined Twitter in 2011, and have been a fan ever since! I was amazed at how many Winnipeg social service agencies had a Twitter account. Using Twitter, I gained an invaluable and vast knowledge of community resources, programs, and agencies. Feeling connected to these agencies—with my fingertips—made me feel empowered. I could read up on any article, news release, or event, with a sense of belonging. With one click, I could “like” an organization’s tweet, and show my appreciation. More importantly, Twitter also helped me in my job search.

## How can Twitter help with job search?

Knowing that I wanted to work with a social service agency I developed a list of organizations to follow. By narrowing down workplaces that intrigued and inspired me, I built a sense of direction. I was able to easily research aspects of a workplace, and then contact individuals to request informational interviews. Twitter can help you:

- create your own targeted job search,
- narrow down workplaces that intrigue and inspire you,
- build a sense of direction, and
- research aspects of a workplace that will be a huge boost to your cover letter and your interview.

In this article, I will give you tips on how to use Twitter for your job search.

### 1. Follow who you like.

Companies and organizations are always looking for strategies to connect with their fans. Often organizations will hire their own Social Media Specialist to promote their products and services. Companies take their social media very seriously in that they monitor customer behaviour and consumer trends. Companies want you to know what they are doing—and they want you to join them in their events.

### 2. Watch for special events and activities.

Companies will always tweet when special events and activities are taking place because they want you to know that

you are invited. By following a company’s Twitter account, you can also get a peek inside their corporate culture. One of my favourite Twitter accounts is the Manitoba Trucking Association, whose energy pops right out of the screen with articles, events, employee appreciation, golf tournaments, and staff charity participation. By promoting themselves on Twitter, you get an impression that this is a fun place to work with a corporate culture that cares about teambuilding.

### 3. Re-tweet (RT) good stuff and get yourself noticed.

I once found out about a Boston Pizza job fair and made my own poster to post at OVRC. With the hidden motivation that perhaps I’d get a free pizza, I took a photo of the job fair poster and tweeted it to Boston Pizza. Within minutes, Boston Pizza replied to my tweet that any applicants from OVRC would be given a job interview. Okay, so I didn’t get a pizza, but even better, I got OVRC some recognition from a Winnipeg employer.

Have you ever been re-tweeted? It is thrilling. I mean thrilling. Being re-tweeted means someone is reading about you, somebody likes you, and somebody values your information.

Wouldn’t you like an employer to feel that way about you?

### 4. Show passion. Show civic pride.

As you begin to follow various Twitter accounts, take a look at who those companies follow. One of my favourite Twitter accounts to follow their followers was Winnipeg activist Michael Champagne. Michael Champagne seemed to follow everybody, and everybody in turn wanted to follow him. His Twitter account became an easy, efficient way to learn about Winnipeg community resources and social services within minutes. Instantly, my Twitter became a treasure trove of community resources and social services. Any employer that looked at my Twitter would immediately see that I love Winnipeg and I love community resources. This is reminiscent of when people used to list “Hobbies and Interests” on their resume, but in 2016, your social media will reflect what you like in your personal time. Let your passions shine, and don’t forget to keep it clean!

*According to the JobVite Social Recruiting Survey, **92 percent of businesses** either use or plan to use **social media recruiting**.*

## 5. Market your Brand.

As a job seeker, you want people—and employers—to know that you are open to opportunities. Sign up for the **BRANDING YOURSELF** workshop at OVRC to learn how to make a clear and concise statement about your professional objective. Then tweet it!

## 6. Follow Winnipeg job search Twitter accounts and career development twitter accounts.

Aside from a targeted job search (by researching employers) you can follow job search companies that advertise job postings. Furthermore, keep up-to-date on modern job search trends! Find interesting articles about the job search, resume development, cover letter development, interview skills, career development, and industry information. Simply type the account name into the search bar, and don't forget the "@" symbol.

### Here are some local job posting Twitter accounts:

- @mbjobs
- @winnipeg\_jobs
- @simplyhired
- @greenjobsmb
- @allmbjobs
- @neuvoowinnipeg

### Here are some career development Twitter accounts:

- @careertips
- @careerbuilder
- @careerealism
- @careeredge
- @careerHMO
- @undercoverrec
- @careerbliss
- @dailymuse
- @careersherpa
- @yahoocareers



When I joined the staff team at Osborne Village Resource Centre I was immediately able to put my knowledge of community resources, programs, and agencies using Twitter. This social media tool continues to provide information that keeps me up-to-date every day.

Do you need help developing a Twitter account to benefit your job search? It would be my pleasure to help you. Call OVRC at 204.989.6503 and book an appointment!

And don't forget to follow us **@O\_V\_R\_C!** Check out the career-centred Twitter profiles we follow.

Good luck and have fun!

## LAUGHTER CORNER

When you're done there... can you show me how to post pics on Facebook?



© Just Jobs.com

# Digital Portfolios: Beyond The Resume

+ Betty Punkert

EMPLOYMENT FACILITATOR / COMPUTER INSTRUCTOR

In certain careers, particularly anything related to graphic design, photography, writing, web content, or programming, it is common for an individual to develop a portfolio of their work. This is often a large binder (mine is 3" thick) with samples of work divided into different sections.

Over the course of a career, portfolios can get rather heavy and a little overwhelming to a potential employer. With the increasing digitization of the job search, it has become much easier to put a representative sample of your work online, in a special web space designed for this purpose. A digital portfolio is not a blog. It is not a place to talk about your cat. It is not usually your resume.<sup>1</sup> It is a place for you to organize the specifically curated pieces of work that show your unique and special brand of creative awesome.

There are three basic reasons to have a portfolio:

- To get a job (to impress potential employers)
- To sell a product (especially for artists)
- To develop a name for yourself and/or build your network

There are two kinds of digital portfolio. The first one is educational, and younger job seekers may have developed one in high school to reflect their projects. The second one is professional and replaces that large binder. Include a collection of seven to ten pieces of work that reflect the areas of skill you have. **Be picky!** These should be the pieces of work you are most proud of, and that best celebrate the depth of your skill in your field. Start with your strongest piece and end with the runner up so that your beginning and ending are solid. If you have several specialties, make sure none of the categories exceed ten items.

Of particular importance to authors and visual artists is the idea of first publication. If it's brand new creative work and you put it in your portfolio, you may have difficulty publishing it or using it later because you effectively gave away first publishing rights. Publishing on the web is still publishing!

You might also want to invest in a custom domain name (e.g. bettypunkert.com) for your portfolio online to protect your

brand. Third party services such as GoDaddy provide domain name services at a fairly reasonable price, although individual portfolio websites may also offer this service as part of their premium packages.

**Places you can start your online portfolio for free include:**

**LinkedIn:** [www.linkedin.com](http://www.linkedin.com)

The new Publications and Projects sections allow you to add work examples to your LinkedIn profile, effectively building a portfolio.

**Crevado:** [crevado.com](http://crevado.com)

Free service to manage your digital portfolio online. Most examples are graphic art work and photography.

**PortfolioGen:** [www.portfoliogen.com](http://www.portfoliogen.com)

The basic service is free, although you can pay to access additional features.

**Wix:** [www.wix.com](http://www.wix.com)

This isn't specifically portfolios, but they have a number of free templates for portfolio websites and their free plan is pretty decent.

**Pressfolios:** [pressfolios.com](http://pressfolios.com)

Specifically for journalists and media professionals, the free plan allows 12 articles.

I've created a simple Pressfolio site at [bpunkert.pressfolios.com](http://bpunkert.pressfolios.com) as a demonstration. Some other useful points to keep in mind:

- Have an interesting and catchy bio; this is not your resume, so a little personality is okay. Be professional, but be fun.
- Make sure you keep things neat and organized into clear sections, nobody wants to wade around looking for something.
- Keep it up to date, ESPECIALLY your contact information.
- Look at the examples on a cellphone; more people access the web on their cellphones than they do on a computer nowadays, and that wonderful, quirky design you picked for your website may appear very differently on a cellphone.
- Avoid Flash animations if you can; they're slow and they don't render on mobile screens.

Digital portfolios are a great way to showcase the best examples of your work online to potential employers. With new specialty sites for portfolio development popping up all the time, it's easier than ever to build your brand online and keep it fresh and current.

*Footnote:*

<sup>1</sup> I have seen some creative applications of a resume in a portfolio by programmers (especially Robby Leonardi's resume at [www.rleonardi.com/interactive-resume](http://www.rleonardi.com/interactive-resume)).

# Dear Career Counsellor

+ Betty Punkert  
GUEST COLUMNIST

**D**ear Career Counsellor:

*I know I need to improve my English skills, but I need to have a job so I can feed my family. How do I get better at English if I can't go back to school?*

I'm so glad you asked that. This is a problem I hear a lot when working with clients, and it's a tough one. You are right, you do need better English to get a better job, and you can get better at English without going back to school. Don't despair! You can do this! It just takes a little time every day.

Your first step should be getting a benchmark assessment of your level of skills in reading, writing, speaking and comprehension. Most new immigrants do this as part of the settlement process, but if you haven't been given your benchmark levels please contact the Winnipeg English Language Assessment and Referral Centre (WELARC) to book an appointment (204-943-5387). Knowing your starting point makes it easier to see your progress.

Here are some excellent free online resources to help you improve English reading, writing and comprehension skills:

- **iEnglish:** [www.immigratemanitoba.com/guides-and-resources/ienglish](http://www.immigratemanitoba.com/guides-and-resources/ienglish)

There are 12 video lessons, and each has a See It/Try It / Use It handout as well as a full transcript to help with understanding harder words.

- **Learning English with CBC Manitoba:** [www.cbc.ca/manitoba/eal](http://www.cbc.ca/manitoba/eal)

There are 99 (!!) audio based lessons with printable questions and language comprehension / context lessons.

- **DuoLingo:** [www.duolingo.com](http://www.duolingo.com)

This free website helps you learn conversational English and Grammar. The best part is, there are 21 "parent" languages to choose from that can match you up with a native speaker of your mother tongue to help you learn.

If you do not have a computer or internet at home, the Winnipeg Public Library can provide you with a computer and an internet connection. For more information call Information Services at 204-986-6450.



*You need better English to get a better job, and you need to make the time to get better at English. Your first step should be a benchmark assessment.*

Around the house, here are a few things you can do to help reinforce your new English skills:

- If you live with other people, make some days of the week English speaking only days. Many of my clients will speak their native language during the week but English on weekends.
- Read more! It doesn't matter if it's a book about romance or about physics, or a magazine, the more you read, the easier it will be to spot words you do not know in spoken English. Don't forget to find the meaning of words you do not know in a dictionary.
- Watch TV with the subtitles on, even for English programming. Seeing the words as you hear them helps your mind to connect them better.

If you are a professional or a slightly more advanced English speaker and you need help with grammar, try the English Grammar for Students of series (available in Spanish, French, German, Italian, Russian, Japanese, Arabic, and Chinese). These books break down each part of English grammar (nouns, verbs, conjunctions, participles, etc.) and show examples in both languages to help you understand. Many native English speakers struggle with explaining correct grammar, so these books are a great help, especially for writing, which seems to be more of a challenge than speaking for newcomers.

# Computer Courses at OVRC

For dates and times please go to [www.ovrc.ca](http://www.ovrc.ca) and check the monthly calendars, or call OVRC at 204.989.6503.

**All computer classes are located at the OVRC, 2nd Floor, 107 Osborne St.**

## Fundamentals of Personal Computing

5 – 2.5 hour sessions (once a week)

In person registration required, \$70 (cash only).

- Become proficient using the mouse
- Become familiar with Windows and its terminology
- Learn basic editing and formatting functions
- Learn how to surf the world wide web
- Set up and learn how to use a free email account



## Basic Microsoft Word

5 – 2.5 hour sessions (once a week)

In person registration required, \$70 (cash only).

Prerequisite: Fundamentals of Personal Computing

- Learn how to manage your files in Windows
- Become familiar with the components of the MS Word Window
- Review various techniques for selecting text: one word, one sentence, paragraphs, all text with single, double and triple click
- Learn intermediate formatting techniques: customizing bullets & numbering, borders and shading, fonts, indenting, cut, copy & paste
- Word with headers and footers, page numbers, tabs, tables, clip art and word art
- Learn to proof your document: page set-up, spell check, show/hide, print preview
- Word with multiple windows
- Learn the basics of the mail merge function
- Become familiar with ribbons and tabs

## Basic Microsoft Excel

5 – 2.5 hour sessions (once a week)

In person registration required, \$70 (cash only)

Prerequisite: Basic Microsoft Word

- Become familiar with the components of the Excel window
- Become familiar with the various mouse pointers in Excel
- Learn Spreadsheet terminology: books, worksheets, cells, columns, rows, and ranges
- Learn how to enter and edit text within a cell and apply formatting options
- Work with ranges and range names
- Work with basic formulas and simple calculations
- Learn how to proof your Excel spreadsheets: page set-up, set margins, paper orientation & page breaks, spell check, show/hide, print preview
- Learn the basics of Charting
- Work with multiple spreadsheets
- Link Excel spreadsheet into a Word document
- Become familiar with ribbons and tabs

# Career & Pre-Employment Workshops

For dates and times please go to [www.ovrc.ca](http://www.ovrc.ca) and check the monthly calendars, or call OVRC at 204.989.6503.

**All career classes are located at the OVRC, 2nd Floor, 107 Osborne St.**

## CAREER EXPLORATION WORKSHOP

Is it time for a career change? Are you unsure what direction to take? Sign up for the Career Exploration workshop! On the first day of this workshop, we will participate in activities that will identify our values, our skills, our attributes, our past occupational experiences, and our personality types. On the second day, we will discover occupational research websites where we will evaluate occupations using our self-exploration inventory. The Career Exploration workshop is an excellent tool for defining career satisfaction.

*Please note: this workshop is designed for career exploration only, and not job search.*

## JOB SEARCH CLUB

This is for clients who are searching for a job, and are comfortable in a group setting. Two Osborne Village Resource Centre staff members will assist clients as needed.

## SCHEDULING FOR SUCCESS

This workshop is designed to increase your awareness of how scheduling job search activities can help you stay focused, motivated and successful. Learn how to schedule a job search that will get you results!

## BRANDING YOURSELF

Talking about the job search can be challenging for some people. Learn how to effectively articulate your employment needs so that people in your network know how to help you.

## INFORMATIONAL INTERVIEWS

1/200 resumes result in a job offer, but 1/12 informational interviews result in a job offer. Why are informational interviews such an efficient and effective job search strategy?

Let's learn, prepare and practice together.

*Please note: participants must be referred by an OVRC staff person to register for this workshop.*

## RESEARCH = JOB SEARCH SUCCESS

Learn how little time it actually takes to research a company and benefit in all sorts of ways: from where to apply for work, to writing your cover letter and resume, to preparing for the interview. You will also be introduced to a variety of resources that will help you get the information you need.

*Please note: to participate in the workshop you must bring a printed job posting.*

## MAKING SMART REFERENCE CHOICES

Don't lose the job offer because of poor references. Learn how to select references that will speak positively on your behalf and help seal the deal.

## MY TARGET COMPANY LIST

Applying for any job can be discouraging. We recommend a different approach – creating a list of companies you want to work for! You will be introduced to the free resources that will help you generate a target company list and get the job you want.

*Please note: participants must have the ability to navigate a search on the internet.*

## ACE THAT INTERVIEW WORKSHOP

Get the skills and confidence to ace your next interview by attending this two day workshop! In addition to learning how to answer standard, behaviour descriptive and situational interview questions, you will also have time to practice your responses and get feedback from workshop participants and the workshop facilitator. Join us for this fun, interactive and engaging workshop.

## LIVING IN MY JOB SEARCH

Sometimes looking for work can feel like a roller coaster ride; emotions run high and we wonder if we'll ever get that next position. Give yourself a morning to learn some simple techniques that will help you re-energize and reboot your job search!

## About OVRC

Do you need help preparing a resume or getting ready for a job interview?

Do you need help preparing a cover letter?

Do you want to consult a career counsellor?

Call Judy, our client services representative at OVRC and schedule an appointment for any of the free services that we provide.

Tel: 204.989.6503 · Fax: 204.477.0903

For further information visit our website: [www.ovrc.ca](http://www.ovrc.ca)

If you have any comments, questions or concerns about our services, contact Executive Director Keith Robinson at [krobinson@ovrc.ca](mailto:krobinson@ovrc.ca)



Twitter:  
@O\_V\_R\_C



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## About OVRC's Newsletter

If you have an idea for an article you would like to see, or contribute to the newsletter, or have any comments or suggestions, please contact:

Newsletter Editor Jude Gaal, at 204.989.6503 or [jgaal@ovrc.ca](mailto:jgaal@ovrc.ca)

Newsletter design and layout by our volunteer Kristin McPherson



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