

Pre-Employment Services

RESUME DEVELOPMENT (by appointment)

Create a focused, skill-based resume that showcases the skills and attributes you want to showcase in your next role. Rebrand yourself as skilled, passionate, and experienced at what you do. Learn how to reframe your experience in language the employer wants to hear.

You will learn how to:

- Identify your transferable skills
- Highlight your employment experience and skills that make you a good fit

COVER LETTER DEVELOPMENT (by appointment)

Learn techniques for developing employer-focused targeted cover letters that clearly show your passion and competency. Humans hire other humans, and employers want people who are passionate and engaged. Targeted cover letters improve your resume's efficiency from 30-50%

CAREER COUNSELING (by appointment)

Collaborate with a career counsellor to reflect on and identify your values, skills, attributes, work experience and personality type. Find out detailed information on occupations in the various sectors that make up the Canadian economy. With this information, you will be able to choose potential occupations that fit your needs, goals and aspirations.

Together, you will develop a specific, measurable, attainable, realistic and timely action plan to get moving towards your career goal.

Osborne Village Resource Centre

is a non-profit, pre-employment centre serving individuals who are unemployed, underemployed, or making a career change.

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COMMUNITY PARTNERSHIPS POST-SECONDARY
EDUCATION AND WORKFORCE DEVELOPMENT DIVISION
DEPARTMENT OF EDUCATION AND TRAINING

INDUSTRY TRAINING, AND EMPLOYMENT SERVICES
YOUTH PARTNERSHIPS



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Providing
free services
and tools for
a successful
job search



Osborne Village
RESOURCE CENTRE

Empowering Manitobans since 1996



All Our Services Are Free....

- Career Counseling
- Pre-employment Workshops
- Resume/Cover Letter Development
- Assistance with interview skills, mock interviews, job search, and social media
- Computer access to online job banks
- Public access to computers for self-directed employment purposes
- Educational and training information

Active registered clients are eligible for photocopies of their resumes, cover letters, and references free of charge for job search.

Pre-Employment Workshops

► BRANDING YOURSELF

Discussing your career goals can be very challenging to some people. When you can effectively articulate your employment needs, people in your network know how to help you. Join our fun and interactive workshop to develop an elevator pitch that describes your professional personality, so you can confidently answer the question “What do you do for a living?”

► SELF-CARE FOR JOB SEARCH

Job search is kind of a downer when you are not getting the results you hoped for as fast as you expected. Learn some simple self-care tools and daily practices to stay on top of job search frustration. Understand why negativity bias exists and is triggered by looking for work.

Get inspired and rejuvenated

► 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 us learn, prepare and practice together. In this workshop, we will:

- Discuss why asking for advice is a smart job search strategy.
- Learn the three steps for Informational Interview preparation:
- Discover where to find people to interview.
- Prepare a clean and clear script.
- Develop a list of potential questions.
- Review tips for a respectful and professional Informational Interview.
- Discuss tips for making a lasting impression with potential employers.
- Hear testimonials from previous clients who conducted Informational Interview.

► MY IDEAL COMPANY LIST

Do you know the type of work you are looking for but you are just not sure how to find the right company? Want to find a company that you actually want to work for? Then My Ideal Company List workshop is for you!

- Take charge of your job search
- Learn how to research and find companies that match your desired occupation, skills, values and preferred workplace culture.
- Understand how targeted research helps you with networking and tapping into the hidden job market
- Start creating your Ideal Company List
- Use your Ideal Company List to put you in the driver’s seat of your job search!

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► LINKEDIN PROFILE BUILDING (by appointment)

Book an appointment for a one-on-one LinkedIn profile consultation.

- Get a professional photograph taken
- Develop a headline that markets your job needs and strengths
- Get an “About” section written for you: your branding statement
- Brainstorm and identify potential employers
- See the career journeys of professionals in your field
- Connect and learn from professional associations
- Learn how to view job opportunities and set up job alerts
- Discuss job search methods and networking strategies

► ACE THAT INTERVIEW (by appointment)

Get the skills and confidence that ace your next interview. You will learn how to answer the three different types of interview questions, practice your responses and get feedback during your one on one appointment.

► MOCK INTERVIEW (by appointment)

Job interviews can be nerve-wracking and the best way to boost your confidence is to practice interview questions beforehand. Practicing can help in refining and polishing interview skills. A mock interview can help in preparing for a real interview.

(more on other side)