



CAREER LENS



A Publication of the

Employment Equity and Strategic Initiatives Division • Treasury Board

5th Floor, West Block • Confederation Building • P.O. Box 8700 • St. John's, NL • A1B 4J6

Telephone: 709-729-5881 • Fax: 709-729-5446 • TTY: 709-729-5441 • Toll Free: 1-800-950-4414

Email: openingdoors@gov.nl.ca • Web Site: <http://www.gov.nl.ca/openingdoors>

Winter 2004

Volume 13



The **Opening Doors Web Site** has a wealth of information that is accessible via the Internet twenty-four hours a day, seven days a week, linking you to **hundreds of job postings** through job banks and employers' web sites.

You can join our free **Email List** and stay informed as we provide useful employment and disability related information to you on a regular basis. If you don't have an email address, we can assist you in obtaining one. You can view the information we provide to our email list via the **Email List Archive** on our site.

The **working world** has its own set of rules and regulations that are usually unspoken - but you are expected to know them anyway ... What are the most common fears that job seekers experience and how are they overcome? ... Does the **Flower Exercise** really work? (it has nothing to do with gardening) ... 350 guaranteed-to-work **job search tips** in the palm of your hand ... Interested?? Visit our **Resource Centre** and gather tips that may actually enhance your outlook, attitude, and understanding of employment and job searching.

Client Success Story!!

by: *Paul Vincent*

Recipe for Success

**1 part education, 1 part friends,
1 part luck**



Education: After ten years of working casual and wishing to be working full time, I wanted some stability in my life and realized it was time for a change. I went to HRDC to open an Employment Insurance claim and inquire about being retrained. It was decided that I would return to school to study E-commerce.

During a meeting with my HRDC counsellor, I was asked if I had applied to the Opening Doors Program. I was given some information regarding Opening Doors and I was on my way.

Friends: Since I had taken part in other employment programs similar to Opening Doors, with little success, I was kind of leery about applying. It seemed that some employers use wage subsidy programs as a way to get a warm body to do some work at little or no cost to them and with no intention of ever hiring full time. The thought of this made me bitter.

A friend told me that there were permanent positions with the provincial government through the Opening Doors that might match my education and experience. After talking on several occasions about my situation, he convinced me I had nothing to lose by applying. I updated my resume and applied to the program, hoping to find opportunities that match my skills.

Luck: I met with an employment counsellor one day to go over my resume. I found out from my counsellor that it was important to make my resume very detailed and indicate that the diploma program I was enrolled in was actually registered as a three-year program since it was two years continuous. This piece of key information is what helped me land a job interview. What luck!

After the interview process, I was sitting in class one Friday when my cell phone rang. I excused myself to take the call. It was an official from the Department of Justice telling me that, if I was still interested, the job was mine. That one phone call made the previous two years of sacrifices worthwhile - thanks to education, friends, and luck.

If you are interested in telling us your success story, we would love to hear it. Contact us today!

ALTERNATE FORMAT AVAILABLE UPON REQUEST

The Hidden Job Market

by: Jennifer Lake



The hidden job market is, basically, available jobs that are never advertised. In fact, approximately 80% of all positions are filled without the employer advertising. These positions are filled by, or created for, candidates who come to an employer's attention through employee recommendations, referrals from trusted associates, recruiters, or direct contact with the candidate.

Making it an Everyday Activity

Career development is not a one-shot affair. Almost everything you do contributes to your career development. One of the key things you can do to help you recognize how you are growing and changing is to figure out your starting point: Who are you now? What skills do you have? What do you know? In what direction are you headed? What's important to you? As these questions are answered and organized, you develop a comprehensive and detailed profile, called a Self-Portrait. Creating Self-Portraits is a method for helping you answer these questions - not once, but continually. Reviewing these portraits daily or weekly will serve as a baseline against which you can see the progress and gains you are making.

Making career development an everyday activity is mostly a process of asking yourself certain questions repeatedly, and to get into the habit of doing so continuously. Remember that career development today is believing in, and knowing, yourself, making sense of opportunities, building work skills, making decisions and plans, finding/creating opportunities, and managing transitions and personal development. Over time, you will begin to see that everything you do either contributes to, or detracts from, your ability to move toward a preferred future. You will realize that you are always learning and that you have more control over your future than you thought. Part of making this an everyday thing is to ask yourself the following types of questions whenever you are making a decision, setting a goal, taking actions, meeting someone or pondering your future:

- ▶ What did I learn today? Who did I meet?
- ▶ What should I learn tomorrow (and how)?
- ▶ Did I form a relationship with anyone?
- ▶ What decisions did I make today?

It's one thing to keep up the changes in oneself; it's another to keep up with changes in the world. On at least a weekly basis, make sure you are asking yourself the following types of questions - Have I been:

- ▶ keeping up with news about the world?
- ▶ keeping up with news about work?
- ▶ looking for new opportunities?

Get into the habit of keeping this perspective in mind every time you open a newspaper, watch TV, listen to the radio, or get together with friends. This doesn't have to interfere with having fun, rather it's an added layer of value that you'll take away from your experiences.



Career development happens every day, whether you want it to or not. With this in mind, you might as well help it to happen more effectively and in the direction you want. You will eventually see that there are daily opportunities to help you believe in and understand yourself, learn about the world, acquire skills, make decisions, deal with changes and think about the future. Knowing how to spot these opportunities and make use of them is what everyday career development is all about.

For more information on the Hidden Job Market visit www.thecircuit.org

This is the final article in The Hidden Job Market Series of the Career Lens. Previous articles in this series can be found in our Winter 2003, Spring/Summer 2003 and Fall 2003 issues.

Audio Newspapers Go Cyber



Print-restricted Canadians will now have Internet access to audio versions of newspaper and magazine articles. VoicePrint is launching its new archival system at www.nbrscanada.com. Articles from hundreds of Canadian publications, read by VoicePrint's volunteer readers, can be accessed in audio format.

VoicePrint Manager, Andy Frank, says, "Now people can access VoicePrint programming at any time of day on the Internet if they missed the original broadcast or if they just wish access to the information for future reference."

"This is the first audio archival system of its kind in Canada," says Vanessa Carlisle, Outreach Associate for VoicePrint. "The potential of this service in meeting the needs of 3.2 million vision and print-restricted Canadians is huge."

VoicePrint, established in 1989, is a not-for-profit charity that responds to the need for access to print media by print-restricted Canadians. VoicePrint can be accessed free of charge at: www.voiceprint.ca or www.nbrscanada.com.

Source: Canadian Disability News, Vol. 5 No. 5

Writing Effective Cover Letters

by: Chris Moyses

Ever wonder what the purpose of a cover letter is? It is your first opportunity to make that all-important, positive, first impression to a business owner, recruiter or human resources professional. A well-written cover letter will identify the position which you are applying for and briefly demonstrate how your qualifications make you a potential candidate for the position.



Here are a few guidelines to follow when writing your cover letter:

- Whenever possible, address the letter to the specific person who is responsible for hiring.
- Cover letters should be concise and include the position title and a short description of how your education and experience makes you a qualified person. The position title should be stated in your opening paragraph including the competition number (if applicable). Cover letters should not be generic.
- Include any relevant skills, abilities and accomplishments as they relate to the responsibilities of the position. For example, if you are applying on a position for a youth care worker and you have five years experience tutoring youth, state it! Don't be shy about your accomplishments, especially those relevant to the position.
- Include any relevant volunteer work.
- Include all of your contact information, including home, work, cell phone numbers and e-mail address.
- State that you are available for an in-person interview.

A well-written cover letter may lead to further examination of your resume and, hopefully, an interview for that job! Be sure to keep your cover letter to the point and highlight how your education, experience, skills and accomplishments can be beneficial to the organization. Your employment counsellor can provide assistance to you when you are preparing cover letters. All you need to do is ask!



Writing a Resume in 12 Steps ... Part 4

by: Jennifer Lake



We have outlined a 12-step writing process to help you clarify your experience, accomplishments, skills, education, and other background information. Below is the final part of this 4-part series - Steps 10 to 12.

Step 10: Rearrange

You are almost done! Now, go back to the sentences you have written in Step 9 and think about their order of presentation. Number each sentence in order of the most important duty or accomplishment, starting with the number 1, until you have them all numbered. Think logically and from the perspective of a potential employer. Keep related items together so the reader doesn't jump from one concept to another. Make the thoughts flow smoothly.

Step 11: Related Qualifications

At the bottom of your resume, think about anything else that might qualify you for your job objective. This includes licenses, certifications, affiliations, and sometimes even interests if they truly relate.

Step 12: Profile

Last but not least, write four or five sentences that give an overview of your qualifications. This profile, or qualifications summary, should be placed at the beginning of your resume. You can include some of your personal traits or special skills that might have been difficult to get across in your job descriptions.

Parts 1, 2, and 3 of this series can be read in the Winter 2003, Spring/Summer 2003, and Fall 2003 issues of the Career Lens. All past issues are located on the Publications page of our website at www.gov.nl.ca/openingdoors/publications.htm. Some content was sourced from ResumeEdge.com with information added according to the detail desired in an Opening Doors resume.

www.nows.ca

This is a new web site from **NEADS - National Educational Association for Disabled Students**. It provides a unique, bilingual channel for companies to post employment and internship opportunities specifically for qualified Canadian post-secondary students and graduates with disabilities. Students can upload their resumes, browse and search for employment opportunities and apply online.



"Whenever I am in a counsellor-client situation, I always try to forget that there is a "counsellor" on the one side of the desk and I am the "client" on the other. Rather, I think of it as two friends talking. I find this allows my true personality to show through."

-- Paul Vincent, Client, EESID



Put Your Spelling Under the Microscope

To continue assisting you in your resume and cover letter preparation, the following is another sample of commonly misspelled words we have seen.

privilege	separate	therefore
proceed	sincerely	thorough
pronunciation	succeed success	through
proposal	summarized	transferred
recommend	superintendent	usually
responsibility		whether

Furthering Your Education?

If you are thinking about attending or returning to a post-secondary institution to further your education or choose a career, you should be aware of the labour market information contained in CareerSearch 2002.



This document contains the employment and earnings of post-secondary graduates from the year 2000 and is produced by the Department of Youth Services and Post-Secondary Education. It is a resource that will assist students to make informed career decisions regarding courses and areas of study.

Career Search 2002 is available online at www.gov.nl.ca/youth or in our Resource Centre. Should you have any questions regarding CareerSearch 2002, please contact Jennifer or Chris for additional information.

Education is the most powerful weapon which you can use to change the world.

— Nelson Mandela

Featured Community Support The Canadian Hard of Hearing Association - Newfoundland Chapter (CHHA-NC)



The CHHA-NC is an incorporated, non-profit, charitable organization run by, and for, the hard of hearing. Its objectives are to: improve the quality of life of hard of hearing persons of all ages through its programs and services, increase public awareness of the prevalence, causes and prevention of hearing loss, and advocate for accessibility to hearing in all social, educational and employment settings and in public places.

In its ongoing aim to achieve these objectives, CHHA-NC provides a number of programs and services. These include peer support groups (Meniere's/Tinnitus, Parents of Hard of Hearing Children, and Youth); programs that promote advocacy, accessibility, awareness and prevention of hearing loss; presentations, workshops and training programs; individual and family support and referral services; Assistive Technical Devices Loans Program; and a Resource Centre and Library.

CHHA-NC also publishes an informative quarterly Newsletter, **Sound Waves**. The newsletter is free of charge and includes a wealth of information for the hard of hearing, as well as those who suffer from Meniere's and/or Tinnitus. If you are interested in receiving a newsletter or would like more information, please contact Kim at 737-3224 or visit their web site at www.chha-nc.nf.ca.

Feature Your Programs and Services!

The purpose of this feature is to inform our clients of the many community supports that are available to them for accessing career and employment related information and assisting with their job search. Submit your program via email to be featured in future newsletters, keeping your submission under 100 words, to openingdoors@gov.nl.ca.

If there is anything you would like to see in future issues of the *Career Lens* or on our website, please let us know. Your feedback is always welcome.

Next Issue Spring/Summer 2004