

# The Employment Edge



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**Employers!** Summers Jobs Service Registration Packages have been mailed! Please fill them out and return ASAP to ensure your SJS placements are approved. A max of 350 hours per student (\$700), aged 15-30, must be returning to school!

## **Super 8 Job Fair!!!**

Location – Red Lake Career & Employment Services office, 146 Howey St, Red Lake (call 727-2297 for more info).

Time: 11:00am – 3:00pm

**Bring your resume** – meet the Supervisors/Managers!

- If you need to fix up your resume, make a resume or cover letter, come in and make an appointment; we can help you out!

## Summer Job Search Tips:

1. Crack the hidden job market (ask around – go see someone in person instead of just dropping off a resume or sending one with a friend)
2. Clean up after yourself online (social media is public – employers can see what you are up to!)
3. Consider starting a business instead (there are grants available for young entrepreneurs and students for summer businesses)
4. Don't forget the keywords (make every cover letter applicable to the job you are applying for)
5. Address your applications to the right person
6. Check spelling and grammar on your resume and cover letter
7. Volunteer (if you don't find the right summer job – or do not find a full time job, volunteer. It looks great on a resume!)
8. Attend job fairs
9. Make follow up calls to show you are interested
10. Register for SJS (Summer Jobs Service) at RLC&ES!!

**Smart Serve Update:**

Sandra Marshall – Employment Adviser (Red Lake and Ear Falls) ran two Smart Serve workshops in Ear Falls on Thursday March 15<sup>th</sup>, 2012. There were a total of 7 participants (adults and students).

Smart Serve is free for students (must be 18 years of age) and there is a minimal cost for those out of school, however, if you are a client or have any other special circumstances – talk to one of our Employment Advisers or Resource Coordinator to see how/if you can get your Smart Serve for free.

Smart Serve can be done anytime in Red Lake (146 Howey Street – just call to set up an appointment 727-2297) or by appointment in Ear Falls (Thursdays – call 222-1087).

Ear Falls is hosting a Safety Fair on Thursday May 10<sup>th</sup> from 4:00pm – 8:00pm at the Ear Falls Recreation Centre.

Red Lake Career & Employment Services will be there! Drop by our booth to see what is new and exciting for Spring and Summer!

**Reminder:**

Our Summer Jobs List (Student and Seasonal positions) is available from Wednesday April 4<sup>th</sup> to Wednesday August 22<sup>nd</sup>. Please make sure to check out our job list online at [www.redlakejobs.ca](http://www.redlakejobs.ca) or drop into our office at 146 Howey Street, or in Ear Falls on Thursdays in the Ear Falls 2000 Building.

Our Weekly Job List is still available on Wednesdays, drop in and see what we have going on!