

**Been There, Done That:
Preparing for Employment
In Canada**



6 Steps  IN A
Nutshell

Jun & Lil Jose 05-00

Edited by:

Ms. Rose Marie Borutski MA

Dr. Aurelio O. Elevazo MA, MS, EdD

Contents

- Important Notice
- About the Authors
- Acknowledgment
- Introduction
- Disclaimer
- Chapter 1: Focusing Your Job Search**
- Preliminaries: Goals and Objectives
- Knowing Yourself
- Knowing Your Job Options
 - Labor Market Information
 - Regulated Occupations In Canada
 - Occupational Trends
 - The Internet
 - Libraries, Employment and Career Centers
 - Doing Volunteer Work
 - Information Interview
- Focusing on a Specific Industry
- Identifying Specific Companies
 - Traditional Sourcing
 - Creative Sourcing
- Documenting Every Step
- Knowing the Selection Process
- Immigrant-to-Immigrant Tips
- Chapter 2: Putting Together a Confident Application Package**
- Writing Your Résumé
 - Content
 - Résumé Template Section-by-Section
 - Style and Appearance
 - Résumé Formats

- Grabbing Attention in a Letter
 - Cover Letter Template
 - Cover Letter Formats
- Immigrant-to-Immigrant Tips
- Chapter 3: Marketing Yourself**
- Networking
- Harnessing the Hidden Job Market
- Follow-up
- Immigrant-to-Immigrant Tips
- Chapter 4: Job Interview**
- Purpose of an Interview
- Types of Interview
 - Telephone Interview
 - First-Round Interview
 - Middle-Round Interview
 - Final Interview
- Before the Interview
 - The Employer and the Industry
 - The Job
 - The Résumé
- During the Interview
 - The Opening
 - The Exchange
 - The Closing
- After the Interview
- Waiting for a Response
 - No News Is Good News
 - Bad News Is Good News
 - Good News is Always Good News
- Immigrant-to-Immigrant Tips
- Chapter 5: The Job Offer**
- Knowing Your Bottom Line
- Other Decision Factors
- Immigrant-to-Immigrant Tips

Chapter 6: Managing Your Career

Staying on Top of Your Career

Immigrant-to-Immigrant Tips

Appendix 1: What to Bring to Canada: Employer Requirements

Appendix 2: Useful Resources

Appendix 3: Powerful Vocabulary for Your Résumé and Cover Letter

Appendix 4: Letter Cut and Paste

Appendix 5: Staying Unemployed A - Z

Appendix 6: An Open Letter to a Discouraged Job Seeker

Footnotes

Chapter 1

Focusing Your Job Search

How things look depend on how you look at things - it's all in the mind. Change your mind and you change your life. What's going to be is up to you.

An immigrant's most challenging task both before and after he gets his visa is finding employment. Finding work in Canada can be very difficult for a newcomer; applying for employment from outside of Canada is even more challenging although not impossible.

We started applying for work from outside Canada while our visa application was in process. Since Jun was the principal applicant our priority was to find him a job first. We were advised that taking the initiative to look for work and receiving encouraging replies (not necessarily job offers) from Canadian employers would build up his marks in the eligibility selection criteria. So each time we received an encouraging reply in the mail or e-mail, we quickly sent a copy to the Canadian Embassy.

Here are Sample Encouraging Replies

Chapter 2: Putting Together a Confident Application Package

Choose a job you love and you'll never have to work a day in your life – Confucius

.....

To apply for a job in Canada or anywhere else, employers usually ask for a résumé and cover letter. A résumé is a short description of your relevant work experience and educational background. The résumé's objective is to persuade rather than inform or catalog your work history. A cover letter explains why you are sending a résumé, and why you are the best candidate for the position.

Generally recruiters quickly scan the top third or first half of the first page of your résumé for 15-20 seconds or less and 3-5 seconds if unsolicited. That will be. This is where you need to include your biggest selling point(s) and drive home the message that you are the employer's best candidate.

To create a powerful yet subtle résumé you need to pay attention to:

Chapter 3: Marketing Yourself

Overcome your fears, achieve your dreams; nothing ventured, nothing gained.

You are now ready to go out in the job market playing field with focus and with confidence. Marketing yourself to employers requires full time attention. When we were doing this, we spent at least four hours everyday after work, which was a good time since nighttime in the Philippines was daytime in Canada.

Plan to spend 20 to 25 hours each week. Every day, make an effort to personally or virtually meet at least two people in charge of hiring, even if there is no job opening.

Networking

Who you know is as important as **what** you know when looking for work. Who you know are individuals or groups you connected with through personal meetings, telephone or fax, on

paper or via the Internet. Making those connections is called networking. It is making many contacts; nothing more complicated than that. And with e-mail, making contacts is a breeze.

Chapter 4: Job Interview

Interviewing for a job is the art of convincing an interested captive audience.

Purpose of an Interview

The interview determines whether you will receive the offer after a mutual exchange of information for the purpose of:

Before the Interview

Preparing well makes you feel confident and comfortable when you go for an interview. Having done your homework you will be in a good position to show how your skills and abilities will fill the company's specific needs.

To achieve this level of mastery you will have to
.....

Chapter 5: The Job Offer

Choose long-term employability over long-term employment.

.....

Knowing Your Bottom Line

Know your bottom line in advance by analyzing

- The market – salaries in your field and with your skills
- Your budget - how much you need for your expenses and savings
- The cost of living where the job is located to help you make a good decision.

Other Decision Factors

Hindsight tells us now that just because a company is making you an offer doesn't mean you should take it. Getting an offer doesn't mean the job search process is over. Instead, it marks the beginning of a decision-making process

Chapter 6: Managing Your Career

You spend the most alert hours of your best years at work.

The career development process does not end after securing employment. Finding work requires a continuing, evolving and dynamic process as we envision new life goals and gain knowledge, experience and abilities to reach these goals. Here are 10 suggestions in developing and managing your career.

To purchase a copy of this eBook click the link below or just copy and paste it into your browser address field:
<http://www.vivconsulting.com/ebooks.htm>

After your payment is received and verified, you will receive an e-mail within 24-48 hours with download instructions.