

Looking For A Job?

A
Guide For
Adult Literacy
Students

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INTRODUCTION

IF YOU ARE . . .

- looking for a part-time or full time job
- concerned about improving your job-search skills
- in need of more information about how to find a job

. . . **this book may help!**

USE THIS BOOK AS YOUR HOW-TO-FIND-A-JOB GUIDE

It will help with:

- learning more about your interests and skills
 - selling your special skills
- writing a résumé and covering letter
 - filling out application forms
 - keeping the job you find
 - being organized

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WHERE TO START

KNOW YOUR INTERESTS

Before looking for a job,
think about the work that interests you.

It's not what you know.
It's what you like to do.

CHECK YOUR INTERESTS

Working with people

- helping, serving or caring for people
- working on a team
- supervising people
- doing volunteer work
- selling things
- working indoors/outdoors
- working with children/adults
- other

Working with things

- using tools, machines
- fixing things
- making things with your hands
- doing indoor/outdoor work
- having hobbies
- working with animals/plants
- doing maintenance work
- other

KNOW YOUR SKILLS

Where do your skills lie?
What can you do?
What are you good at?
What training do you have?
Think about your past jobs.

CHECK YOUR SKILLS



Working with people

- being a nurse, waiter/waitress
- being a medical aide, companion
- caring for children
- working in construction
- being a fireman, policeman
- being a boss in a factory
- working in sales
- doing telephone work
- working in a noisy place
- other



Working with things

- operating machines
- working with plants/animals
- doing office work: filing, typing
- working with money
- doing service repairs
- working in auto mechanics
- driving truck, bus, taxi
- working in a noisy place
- other

ATTITUDES

Now you have a better idea about
your interests and skills.

Sometimes this is not enough.

How we think and how we act form our attitudes.

Is **your** attitude holding you back?

Employers look for these basic attitudes
in a worker.

Check off the ones that apply to you:

- having a positive approach to life
- respecting people and rules
- being honest
- being sure of yourself
- being open to change
- working well with others, as in teamwork
- following instructions
- dressing for the job
- controlling your feelings
- having a sense of humor
- being helpful and kind to others

SUMMARY CHECK LIST

My top three interests are:

- 1 _____
- 2 _____
- 3 _____

My top three skills are:

- 1 _____
- 2 _____
- 3 _____

Attitudes that will help me with my job:

- 1 _____
- 2 _____
- 3 _____

WHO CAN HELP

You are in charge of your own job search.
But there are lots of people who can help you.
There are places to go for information.

Here are some ideas:

Canada Employment Centres (C.E.C.)

- Speak to an advisor.
- Visit your local office. Ask which jobs are in your area.
- Your C.E.C. office has a Job Information Centre.
- Check the notice boards or the job bank

Classified Ads

- Look in local newspapers.
Check under:
 - Restaurant Help Wanted
 - Office Help Wanted
 - Domestic Help Wanted
 - Help Wanted (General)
 - Place your own ad.
Do this under
Employment Wanted.
The staff at the
newspaper will help you.

Yellow Pages

- look in the yellow pages
 - check employers':
 - names
 - addresses
 - phone numbers
-

Bulletin Boards

Look at bulletin boards in:

- community centres
(eg.) the YM/YWCA
- grocery stores
- libraries
- drug stores
- adult education centres

Local library

Ask your librarian for work contacts.
She may have lists.

Volunteer groups

Volunteer your time.
You may learn what kind of work you like/dislike.
This may lead to paid work.

People you know


Speak to:

- friends-
- family
- neighbours
- people you worked with
- people you go to school
with

Create your own job

Use your imagination!

People often need help with things they may not have
time to do:

- cut grass
 - clean house
 - baby-sit
 - wash cars or windows
 - paint
 - shovel snow
 - drive/do deliveries
- 

GETTING STARTED

When you look for a job it is important to be prepared.

Here are some steps you can take:

YOUR RESUME


The purpose of a resume is to tell employers who you are. It explains your skills, experience and training. It also shows your hobbies and interests. This is your personal ad!

Include these facts:

- name, address. phone number
- position (job) wanted
- training and skills
- work experience/volunteer work
- interests and hobbies
- references (use someone who knows you and your work habits) For example, a teacher, doctor, clergy. former boss. Ask the person before you give his name and phone number. Do not use family or friends. (see sample reference)

WHEN WRITING YOUR RESUME

- Get someone to help you with your resume.
- Use simple words. Keep sentences short.
- Put your information into point form (see sample resume).

- Type your resume neatly. Check your grammar and spelling.
 - Make several copies.
- 

There are many kinds of résumés. here is one example

SAMPLE RESUME

Jane Doe
123 Main Street
Any town
H40 682
Telephone: 555-1212

Position wanted: Nurse's aide

Training/Skills:

April 1991

Laval Home Care, Nurse's aide training course

- friendly, work well with seniors
- honest, reliable
- can cook and plan meals
- willing to work day or evening

Work/Volunteer Experience:

May 1991 - October 1993

Companion in a private home

- cared for an elderly woman
- did light housekeeping and cooking

January 1994 - March 1995

Nurse's aide, McDougal Nursing Home

- general care of Alzheimer patients

April 1995 - August 1995

Volunteer for Meals on Wheels

- delivered meals

Interests/Hobbies:

- sewing
- cooking
- singing in a choir

References available on request

SAMPLE REFERENCE

References:
Ms. Ann Fern
Personnel Co-ordinator
McDougal Nursing Home
6666 Rose Street
Montreal, Quebec
H3A 2A4

Tel: 444-1234

You may need to have two or three references.
Check with these people before using their
names and phone numbers.

COVERING LETTER

Send a covering letter with your resume.
A covering letter introduces you to the employer.
State which job you are applying for.

- Address your letter to the person who does the hiring (call and find out who this is).
- Keep the letter short and simple.
- Check your spelling and grammar.
- The letter should sum up what you have to offer. It is an introduction to your resume.
- Say that you would like to meet with them.
- Ask if you can phone in about one week to follow up.
- Keep your covering letter up-to-date (information and dates).

(see sample covering letter)

SAMPLE COVERING LETTER

123 Main Street,
Anytown, Quebec
May 1994

Mrs. Margaret Bell
Personnel Manager
WXYZ Nursing Home
888 Guthrie Drive
Anytown, Quebec
J4W 2Y2

Dear Mrs. Bell,
I am interested in applying for the job as Nurse's Aide. I have had experience in helping seniors. I cared for my own sick parents. I also had training with both private and nursing home patients.

I am a caring and responsible person. I have always enjoyed working with seniors.

I am looking forward to meeting with you. I am enclosing my résumé.

I will call in about a week to talk with you.

Yours truly,

Jane Doe

REMEMBER:

- ◆ Keep your résumé brief
- ◆ Keep the resume neat.
- ◆ Check your grammar and spelling.
- ◆ Include all the skills that you will need for the job.
- ◆ Bring the resume and covering letter in person, when possible.
- ◆ Address your letter to the person who is hiring.
- ◆ If the job is filled, thank the contact person and ask if there are any other jobs. If not, you could tell the contact person you will call again in a few weeks.
- ◆ It is helpful to have an answering machine.
- ◆ Keep your resume up-to-date (information and dates).

JOB APPLICATION FORMS

When you visit a company,
you may have to fill out an application form.
Here are tips to help you make your
application look good:

- ◆ Be prepared. Bring:
 - your social insurance number
 - your postal code
 - addresses of past employers
 - dates of employment etc.
- ◆ If you find it hard to read, bring someone with you to help.
Or ask if you can bring the forms home.
- ◆ Follow the directions on the form.

- ◆ Write very neatly
 - ◆ Include all paid and unpaid work.
 - ◆ Answer all questions. If the question doesn't apply to you, write "NA" (this means non-applicable).
 - ◆ Include any information that will help the employer know you better.
 - ◆ Check your facts.
 - ◆ You will have to sign your name for the information you give.
-

THE INTERVIEW

Your résumé introduced you to the employer.

The interview is the time when you and the employer can meet face to face.

You can find out more about the job.

The employer can find out more about you.

Here are a few tips to help you do well in an interview:



DO'S

- be on time (not too late or too early)
- be neat and clean
- dress in a manner that is proper for the job
- listen closely and answer all questions carefully and honestly
- feel free to ask questions about the job
- bring a pen and notebook
- be prepared by knowing your skills and training (bring copies of your résumé)
- be willing to take more training and learn new skills
- know something about the company - its products and services
- at the end of the interview thank the person who interviewed you
- ask if you can call within the week to follow up

DON'TS

- don't chew gum or smoke
- don't bring a friend or family member to the interview
- don't feel you have to answer questions that may discriminate against you (race, religion, ethnic background, disabilities, gender, marital status, age, etc.)
- don't talk badly about other people
- don't give up
- if you don't get the job stay positive and check out other companies
- ask the interviewer if they know of other helpful contacts

**Here are some questions
an employer may ask.
You may want to prepare your answers.**

◆ Why are you interested in this job?

◆ What training/experience do you have with this type of work?

◆ Would you be willing to work night shift?

◆ Would you be willing to work out of town?

◆ Are you willing to take training?

◆ Why did you leave your last job?

◆ How long did you work at that job?

◆ When can you start?

You may want to ask the employer:

- ◆ What does the job involve?
- ◆ How many hours per week?
(Part-time? Full-time? Day or evening?
Shift work?)
- ◆ Is this job temporary or permanent?
- ◆ What is the salary?
- ◆ Do I get a vacation?
- ◆ What are the benefits (eg. sick leave)?
- ◆ Do you offer a pension plan?
- ◆ Can I get training?
- ◆ Is there day-care service?
- ◆ Do you pay overtime?
- ◆ Is there a trial period?
- ◆ Do I need special clothes for the job?



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ON THE JOB

Tips:

- ◆ Be on time. Telephone if you are going to be late or absent.
- ◆ Be cheerful and helpful with your co-workers.
- ◆ Focus on your job and don't waste time.
- ◆ Learn and respect company rules, like when breaks are allowed.
- ◆ Be willing to learn new skills.
- ◆ Don't be afraid to ask for help.
- ◆ Talk to your boss about how you are doing.
- ◆ Take care of the equipment you use.
- ◆ Dress in a way that is proper for your job.

IF YOU DON'T GET THE JOB

- ◆ Don't give up. You may not get the first job you apply for. Keep looking.
- ◆ Ask the employer why he/she did not choose you.
- ◆ Talk to your friends and family. Keep in touch with people you know are working.
- ◆ Take a part-time job while you look for other work.
- ◆ Get into a job training program (contact Canada Employment Centres).
- ◆ Do volunteer work - you may make helpful contacts. This may lead to paid work.
- ◆ Work for yourself. For example, are you good at sewing? Cooking? Cleaning?
- ◆ Think about moving to another city or town. There may be work there.
- ◆ Review your skills - (See: [Know Your Skills](#)). You may have work skills in areas you never thought of.

PERSONAL SUMMARY


1. My three main interests with people are:

- 1 _____
- 2 _____
- 3 _____

2. My three main interests with things are:

- 1 _____
- 2 _____
- 3 _____

3. My three main skills with people are:

- 1 _____
 - 2 _____
 - 3 _____
- 

4. My three main skills with things are:

- 1 _____
- 2 _____
- 3 _____

5. Attitudes that help me:

- 1 _____
- 2 _____
- 3 _____

6. Places

I have looked fore help in finding work:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

7. I am prepared, I have:

- a s.i.n. card (social insurance)
- a medicare card
- a driver's license
- a work permit (if needed)
- personal information ready,
eg. full address, phone number
- a car - transportation
- information about getting around the city

8. I am prepared before my interview

- I have prepared a resume with references.
The dates and information are up-to-date.
- I have prepared a covering letter.
The dates and information are up-to-date.
- I have practiced filling out application forms.
- I know something about the company.
- I am prepared for the employer's questions.
- I have a list of questions about the job.
- My clothes are neat and clean.
- I know the way to the interview.
I know how long it will take to get there.
- I will call if I know I will be late or absent. If so,
I will ask for another interview.

9. At the interview:

- I greet the interviewer. I introduce myself.
- I answer all questions honestly.
- I am prepared to tell the interviewer about my skills/interests.
- I am prepared with questions about the job.
- I take notes if I need to.
- I thank the interviewer at the end.
- I ask the interviewer if I can call in one week for their decision.



Good Luck!