

## How Do I Find A Job?

- G** **Go to** your local **Second Chance Employment Centre** and find out what they can offer.

**Stone Road Mall**  
435 Stone Road, Suite 213  
Guelph, ON  
519-823-2818

**Downtown Location**  
177 Norfolk St.  
Guelph, ON  
519-823-2440

**Fergus Location**  
104-160 David St. S.  
Fergus, ON  
519-843-5513

- G** **Call or drop in to the 2<sup>nd</sup> Chance office to**

**G** **Meet** with a 2<sup>nd</sup> Chance employment counsellor to explore your options.

**G** **Check out** job boards at and the job bank at [www.jobbank.gc.ca](http://www.jobbank.gc.ca) (There are a lot of different job search websites, get our “How to Job Search on the Internet” for more information)

**G** **To build** a resume and cover letter highlighting all of your past work and volunteer experiences.

**G** **Attend** free workshops offered by employment services to help build your skills with resume, cover letter writing and interview techniques.

**G** **Fax or email** your resumes to companies on a regular basis.

**G** **Use the Internet** and review the many job sights available i.e. [www.localwork.ca](http://www.localwork.ca)

**G** **Look** in the local newspapers and answer ads.

**G** **Look through** the yellow pages of local and non-local phone books. They provide a list of almost all employers in your area, eg. Hotels, restaurants, cleaning companies, etc.

**G** **Look for** summer resorts, camps, parks and programs that hire students.

- G** **Go directly** to the businesses in your area and apply in person or ask for an informational interview.

**G** **Network! Network! Network!** Speak to as many family and friends you can. They could give you a lead on a job.

**G** **Contact** local organizations and associations.

**G** **Contact** school/college/University placement - career offices.

**G** **Call** private/temp employment agencies and arrange for interviews.

