



springboard  
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# EMPLOYMENT SERVICES

# JANUARY



Our team of Employment Specialists and Recruitment and Retention Specialists are working virtually to support you with your employment needs, including:

- Employment counselling via phone, Skype, or Zoom
- On-site appointments available, must call to pre-book.
- Resume and Video Resume services
- Pre-employment webinars
- Second Career support
- Virtual job fairs and paid placements
- Online skills training and certification for WHMIS, Smart Serve, Food Handler, and Customer Service

To register for our services or to speak with an Employment Specialist, please [click here to register!](#)

EMPLOYMENT ONTARIO

3195 Sheppard Ave E., Unit 105  
Toronto, ON

MON	TUE	WED	THU	FRI
3 Closed	4 One-on-One Resume/ Cover Letter/Mock Interview Session By Virtual Appointment Only	5 Winning Resume/ Cover Letter <a href="#">Webinar</a> 11:00 am – 12:00 pm	6 Get Hired: Interview Skills <a href="#">Webinar</a> 11:00 am – 12:00 pm	7 Apprenticeship Information Session <a href="#">Webinar</a> 11:00 am – 12:00 pm
10 One-on-One Resume/ Cover Letter/Mock Interview Session By Virtual Appointment Only	11 LinkedIn/Networking <a href="#">Webinar</a> 1:00 pm – 2:00 pm	12 Occupational Research and Enhanced Job Search <a href="#">Webinar</a> 11:00 am – 12:00 pm	13 Second Career Information Session <a href="#">Webinar</a> 11:00 am – 12:00 pm	14 Setting Realistic Career Goals <a href="#">Webinar</a> 1:00 pm – 2:00 pm
17 One-on-One Resume/ Cover Letter/Mock Interview Session By Virtual Appointment Only	18 LinkedIn/Networking <a href="#">Webinar</a> 1:00 pm – 2:00 pm	19 How to Prepare for a Virtual Job Fair <a href="#">Webinar</a> 12:00 pm – 1:00 pm	20 Winning Resume/ Cover Letter <a href="#">Webinar</a> 1:00 pm – 2:00 pm	21 Get Hired: Interview Skills <a href="#">Webinar</a> 1:00 pm – 2:00 pm
24 N Power Canada Information Session <a href="#">Webinar</a> 11:00 am – 12:00 pm	25 	26 Virtual Hiring Event <a href="#">Register</a> 12:00 pm – 5:00 pm	27 Bridging the Gaps in Your Resume <a href="#">Webinar</a> 11:00 am – 12:00 pm	28 One-on-One Resume/ Cover Letter/Mock Interview Session By Virtual Appointment Only
31 One-on-One Resume/ Cover Letter/Mock Interview Session By Virtual Appointment Only				

### **Get Hired: Interview Skills**

Learn interview skills techniques and how to tackle some of the most common interview questions.

### **Winning Resume and Cover Letter**

Learn to create and update a resume and cover letter to get the job you want.

### **Second Career Information Session**

Learn about your Second Career options available through funded government training.

### **LinkedIn & Networking**

Learn how to make an effective LinkedIn profile and use LinkedIn to network and job search.

### **Npower Canada Information Session**

Are you a youth, between the ages of 17-30, interested in IT? Do you want to launch a career in a growing industry and get a head start in positioning yourself for success? Join us for this information session where you can learn more about the Junior IT Analyst, Junior Security & QA Analyst and Junior Data Analyst training programs. Come find out how you can get a job in the growing IT field.

### **One-on-One Mock**

#### **Interviews/Resume/Cover Letter Writing**

Book a 1:1 appointment with a Springboard staff to brush up on your interview skills or review your resume and cover letter!

### **Apprenticeship Information Session**

Learn about the application process and career opportunities through Ontario's apprenticeship program.

### **How to Prepare for a Virtual Job Fair**

Learn how to set yourself up for Success and how to navigate a Virtual Job Fair.

### **Introduction to Microsoft Word**

Learn how to get started with working on MS Word. Get tips and tricks for shortcuts and participate in a live demo.

### **Launching a YouTube Channel**

Learn how to get started with Launching your own YouTube Channel.

### **Occupational Research and Enhanced Job Search**

Learn to maneuver through today's job market and find the right job for you.

### **Bridging the Gaps in Your Resume**

Learn how to navigate job applications and interviews when you have a gap in your experience!

### **Introduction to MS Excel**

Learn how to get started with working on MS Excel. Get tips and tricks for shortcuts and participate in a live demo.

### **Setting Realistic Career Goals:**

Learn how to navigate setting Realistic Career Goals. whether you're entering the workforce for the first time or switching fields learn how to best position yourself for success to achieve your short and long term employment goals.