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# Job-Hunting in French: A Practical Guide for Quebec



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Working in Quebec City is nearly synonymous with working in French. If you have been immersed in Quebec culture, are looking for work and feel in need of a *coup de pouce*, this booklet is for you. Put together by the Valcartier Family Centre's FORT Program (the employment assistance service for the English-speaking population of Quebec), the booklet portrays important job-hunting tools, with Quebecois flavour to boost. You will also find common terms for everyday conversation, not to mention very handy translations of French proverbs! We hope that, all together, this will prove to be a practical tool, complementing the first-rate services offered to you by the FORT Program team.

### Contents:

P. 3-4-5-6	Résumé
P.7-8-9-10	Job Interview
P.11-12-13-14	Cover letter
P.15-16-17-18	Academic and vocational counselling
P.20-21-22-23-24	Job searching
P.25	Evade the receptionist's eye
P.26	Image is important, contrary to popular belief
P.27	Did you hear about the man who...
P.28	Sample Questions for a Job Interview in french
P.29	Québécois expressions
P.30-31	Vocabulary for every day
P.32-33	Vocabulary use
P.34-35	French proverbs
P.36	Contact us

L'erreur est humaine  
Mistakes are human

L'habit ne fait pas le moine  
Clothes don't make the man

Loin des yeux loin du Coeur  
Out of sight out of mind

Le monde est petit  
It's a small world

Le sort est jeté  
The die is cast

Le temps c'est de l'argent  
Time is money

Mieux vaut prévenir que guérir  
An ounce of prevention is worth a pound of cure

Mieux vaut tard que jamais  
Better late than never

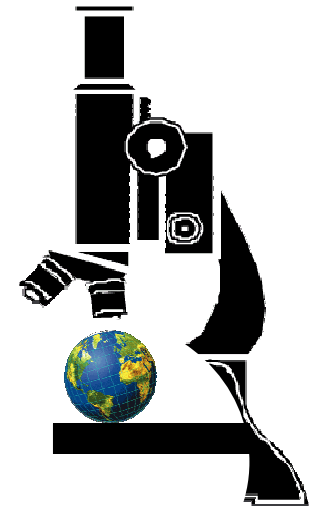
Oeil pour oeil, dent pour dent  
An eye for an eye, a tooth for a tooth

On n'est jamais si bien servi que par soi même  
If you want something done right, do it yourself

On récolte ce que l'on sème  
You get out of it what you put in it

Pas de nouvelle , bonne nouvelle  
No new is good new

Personne n'est parfait  
Nobody's perfect



## French proverbs

Adviene que pourra  
Come what may

Aide-toi et le ciel t'aidera  
God helps those who help themselves

Après la pluie le beau temps  
There are better days ahead

Il faut de tout pour faire un monde  
It takes all sorts/kinds to make a world

Il ne faut jamais dire jamais  
Never say never

Il ne faut pas mettre la charrue avant des bœufs  
Don't put the cart before the horse

Il ne faut pas remettre au lendemain ce qu'on peut faire au jourd'hui  
Never put off to tomorrow what can be done today

Il ne faut pas se fier aux apparences  
You can't judge a book by its cover

Il n'y a jamais de fumée sans feu  
There's no smoke without fire

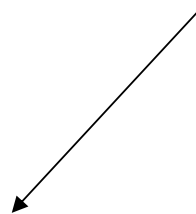
Il y a des limites à tout  
Even a worm will turn

L'amour est aveugle  
Love is blind

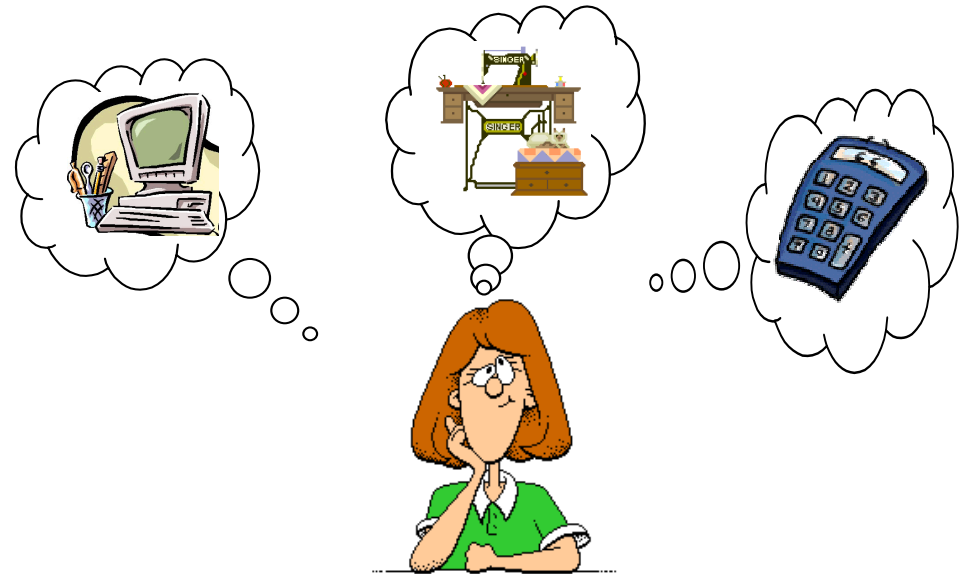
L'argent n'a pas d'odeur  
Money has no smell

L'argent ne pousse pas dans les arbres  
Money doesn't grow on trees

L'avenir appartient à ceux qui se lèvent tôt  
The early bird catches the worm



# Writing Resumes that Work



Tips on creating resumes  
that will grab an  
employer's attention

# An Accomplished Resume

## Aim:

A resume is a communicative and promotional tool. It is used to inform employers of your profile as defined by your work experience and training. It must highlight your skills and your acquired knowledge.

## Some technical points:

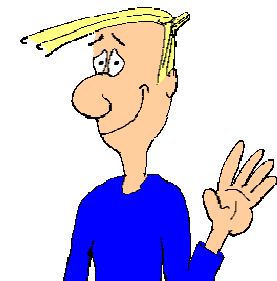
- ◆ 2 to 3 pages, with no spelling errors;
- ◆ Write it up on computer;
- ◆ Open phrases with action verbs; maintain this style throughout your resume;
- ◆ Make direct links between your skills and training and those needed for the position sought.

## To be avoided:

- ◆ Do not include personal information such as your social insurance number, birth-date or age, birthplace, sex, health, marital status...
- ◆ Do not include a photo of yourself; do not sign or date your resume (sign and date your letter of presentation),
- ◆ Do not include references in your resume. Compose a separate page to bring with you for your interview. Do not give a reference's name or coordinates without first obtaining their permission;
- ◆ Do not attach transcripts of courses and marks;
- ◆ Avoid simply listing past positions;
- ◆ Do not print your resume on colour paper;
- ◆ Do not use protective (plastic) envelopes. Don't make a cover page. Keep your resume brief, simple, and to the point.
- ◆ Do not mention past or desired salary;
- ◆ Do not indicate reasons why you left past positions.

## Vocabulary use

English	French	Réponses	Answers
Hello	<a href="#">Bon jour</a>		
<a href="#">Good morning</a>	Bon jour		
Good afternoon	Bon jour		
Good evening	<a href="#">Bonsoir</a>		
Hi	<a href="#">Salut</a>		
How are you? (formal, plural)*	<a href="#">Ça va ?</a> <a href="#">Comment ça va ?</a> <a href="#">Comment allez-vous ?</a>	<a href="#">Ça va</a> <a href="#">Ça va bien</a> <a href="#">Ça va mal</a> <a href="#">Pas mal</a> <a href="#">Comme ci, comme</a>	Fine I'm doing well Not well Not bad So-so
		<a href="#">Je vais bien</a>	I'm fine
What's new?	<a href="#">Quoi de neuf ?</a>	<a href="#">Rien de nouveau</a> <a href="#">Pas grand-chose</a>	Nothing's new Not much
Good-bye	<a href="#">Au revoir</a>		
Bye	<a href="#">Salut</a>		
See you soon	<a href="#">À bientôt</a> <a href="#">À tout à l'heure</a>		
Until next time	<a href="#">À la prochaine</a>		
See you tomorrow	<a href="#">À demain</a>		
Good night	<a href="#">Bonne nuit</a>		
Farewell	<a href="#">Adieu</a>		



# Vocabulary use

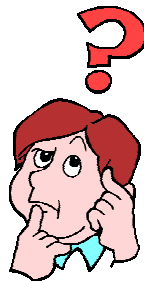
Pouvez-vous répéter s.v.p? Could you repeat please?  
 Pouvez-vous parler plus lentement s.v.p? Could you speak slower?  
 Pouvez-vous parler plus fort s.v.p? Could you speak louder please?  
 Pouvez-vous épeler s.v.p? Could you spell it?  
 Comment ça s'écrit? How do you write it?  
 Comment dit-on...? How do you say...?  
 Je cherche.... I am looking for....

Où est. ....? Where is...?  
 Est-ce que...? Do you...?  
 À quelle heure...? What time...?  
 Combien ...? How much...?  
 Comment...? How....?

Prenez.... Take .....  
 Ouvrez.... Open....  
 Fermez.... Close...  
 Écrivez.... Write...  
 Effacer... Erase.....

Je vois ce que vous voulez dire. I see what you mean.  
 Maintenant je comprends. Now I understand.  
 Ça y est, j'ai compris. Oh right I get it.

Désolé, mais je ne comprends pas. I'm sorry but i don't understand.  
 Je n'ai pas suivi. You've lost me there.  
 Je ne comprends pas. I don't get it.  
 Vous pourriez ré expliquer? Could you explain that again?



## EXAMPLE RESUME LAYOUT

Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 City: \_\_\_\_\_  
 Postal code : \_\_\_\_\_  
 Telephone number : \_\_\_\_\_  
 Email address : \_\_\_\_\_

**CAREER GOAL, PROFILE, SUMMARY OF QUALIFICATIONS:** \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION:**  
 Diploma or program of study : \_\_\_\_\_ year :  
 Name of school and city : \_\_\_\_\_

Diploma or program of study : \_\_\_\_\_ year :  
 Name of school and city : \_\_\_\_\_

**TRAINING:**  
 Title of course : \_\_\_\_\_ year :  
 Name of school and city : \_\_\_\_\_

**PAST WORK EXPERIENCE (related to position sought, both paid positions and volunteer)**

Job title : \_\_\_\_\_ year:  
 Name of company, City : \_\_\_\_\_

Tasks and responsibilities (action verbs) :  
 • \_\_\_\_\_  
 • \_\_\_\_\_  
 • \_\_\_\_\_

Job title : \_\_\_\_\_ year:  
 Name of company, City : \_\_\_\_\_

Tasks and responsibilities (action verbs) :  
 • \_\_\_\_\_  
 • \_\_\_\_\_  
 • \_\_\_\_\_

Job title : \_\_\_\_\_ year:  
 Name of company, City : \_\_\_\_\_

Tasks and responsibilities (action verbs) :  
 • \_\_\_\_\_  
 • \_\_\_\_\_  
 • \_\_\_\_\_

**Volunteer work**

Title : \_\_\_\_\_ year:  
 Name of organisation , City : \_\_\_\_\_

Tasks and responsibilities (action verbs) :  
 • \_\_\_\_\_

References available upon request

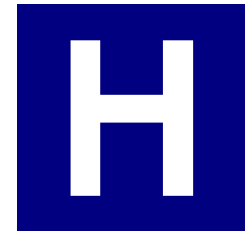
# Vocabulary for every day

<b>JOHN WHITE</b>	
2540, Main Street Montreal (Quebec) P2K 3L1	Phone: (514) 555-2212
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>✓ Over fifteen years experience operating a wide range of heavy-duty equipment;</li> <li>✓ Class 1 license with accident-free record;</li> <li>✓ Hard worker and able to follow instructions easily.</li> </ul>	
<b>Education</b>	
<b>Heavy Equipment Operator Diploma</b> Centre de formation Focus, Charlebourg (Quebec)	1985
<b>High School Diploma</b> Moncton High, Moncton (New-Brunswick)	1983
<b>Certifications</b>	
<b>Tractor Operator</b> Commission de la Construction du Québec	1981
<b>Transportation of Hazardous Materials (WHMIS)</b>	1980
<b>Occupational Health and Safety</b>	1979
<b>Work Experience</b>	
<b>Loader Operator</b> ACA Equipment, Quebec (Quebec) <ul style="list-style-type: none"> <li>▪ Maintenance of conveyor belts;</li> <li>▪ Mechanical repairs and welding;</li> <li>▪ Loading of trucks.</li> </ul>	2005 to present
<b>Logging Semi-Trailer Driver</b> Bill and Bob inc. Entreprises (Quebec) <ul style="list-style-type: none"> <li>▪ Heavy machinery operator;</li> <li>▪ Mechanical repairs.</li> </ul>	1997-2005
<b>Heavy Equipment Operator</b> (loader, skidder, cable shovel and tractor) Transport Goy Ritchie (Quebec)	1991-1997
REFERENCES WILL BE AVAILABLE UPON REQUEST.	

## Health

Admissions  
Appointment  
Bathroom  
Blood tests  
Doctor  
Emergency  
Examining room  
General practitioner  
Gynecology  
Hospital  
Intensive care  
Laboratory  
Local community health centre  
Medicare card  
Obstetrics  
Pediatrics  
Nursery  
Out-patient clinic  
Surgery  
Waiting room  
X-Rays

Bureau des admissions  
Rendez-vous  
Salle de bain/Toilette  
Prélèvements sanguins  
Médecin  
Urgence  
Salle d'examen  
Médecin de famille  
Gynécologie  
Hôpital  
Soins intensifs  
Laboratoire  
Centre local des services communautaires (CLSC)  
Carte d'assurance-maladie  
Obstétrique  
Pédiatrie  
Pouponnière  
Clinique externe  
Chirurgie  
Salle d'attente  
Radiologie



## Shopping

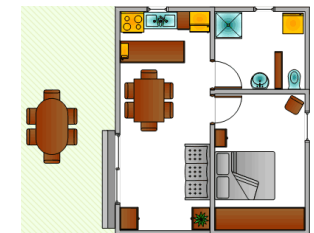
Clothing store  
Corner/convenience store  
Drug store  
Grocery store  
Hardware store  
Shoe repair shop  
Shopping mall/centre  
Store

Boutique de linge/vêtement  
Dépanneur  
Pharmacie  
Épicerie  
Quincaillerie  
Cordonnier  
Centre d'achats  
Magasin

## Home Hunting

Apartment  
Appliances  
Basement  
Bedroom  
Dining room  
Dryer  
Dishwasher  
Fire place  
Hardware floor  
Heated  
Landlord  
Laundry room  
Lease  
Mortgage  
Parking  
Quiet  
Roommate  
Soundproof  
Storage  
Washer

Appartement  
Appareils ménagers  
Sous-sol  
Chambre  
Salle à manger  
Sécheuse  
Lave-vaisselle  
Foyer  
Plancher de bois franc  
Chauffé  
Propriétaire  
Buanderie  
Bail  
Hypothèque  
Stationnement  
Tranquille  
Colocataire  
Insonorisé  
Rangement  
Laveuse



## Vocabulary for every day

### Banking

Automatic teller  
Deposit  
Loan  
Money  
Paycheque  
Withdrawal  
Safety deposit box

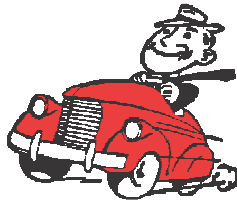
Guichet automatique  
Dépôt  
Prêt  
Argent  
Chèque de paye  
Retrait  
Coffret de sureté



### Driving

Back up  
Brakes  
Car lights  
Car registration  
Dead end  
Driver's licence  
Hood  
Motor  
Muffler  
Oil change  
One way  
Priority turn flashing green  
Flashing light  
Shocks  
Slow down  
Spark plugs  
Standard  
Steering wheel  
Straight ahead  
Tires  
Traffic lights  
Trunk  
U-Turn  
Windshield  
Windshield wiper  
Windshield washer

Reculer  
Freins  
Phares  
Immatriculation du véhicule  
Cul-de-sac  
Permis de conduire  
Capot  
Moteur  
Silencieux  
Changement d'huile  
Sens unique  
Virage prioritaire sur feu vert  
Clignotant  
Amortisseurs  
Ralentir  
Bougies  
Manuel  
Volant  
Tout droit  
Pneus  
Feux de signalisation  
Valise/Coffre  
Demi-tour  
Pare-brise  
Essuie-glace  
Lave-vitre



### Government

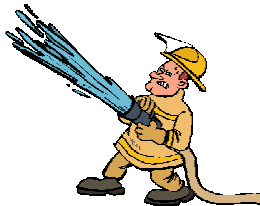
City hall  
City counsellor  
Mayor  
Prime Minister  
Premier  
Riding

Hôtel de ville  
Conseller municipal  
Maire  
Premier ministre du Canada  
Premier ministre du Québec  
Circonscription

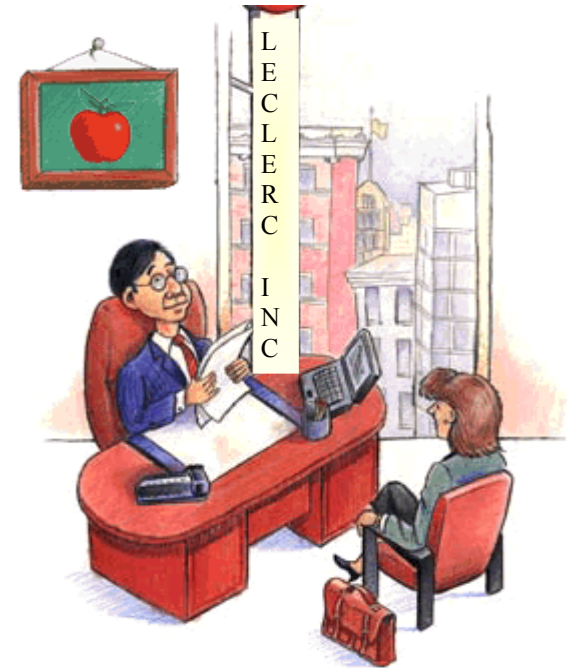
### Services

Firefighters  
Fire station  
Police  
Police station  
Provincial police  
Public transportation

Pompiers  
Poste de pompiers  
Police  
Poste de polices  
Police provinciale  
Transport en commun



# Getting ready for a job interview



It is very important to take time  
to get prepared for a  
job interview

## Effectively preparing for an interview

### Aim :

An interview gives you a chance to present yourself to an employer. You must take advantage of it to prove to the employer that you are the ideal candidate for the job. You should speak of your previous training, work experiences, acquired knowledge and core qualities.

### BEFORE THE INTERVIEW :

#### BE INFORMED :

- ◆ Take note of the interview's date, time and location;
- ◆ Try to know the name and company position of the interviewer;
- ◆ Gather information on the company: offered services, philosophy, years of existence, who are the leaders (men or women), number of employees...

#### WHERE TO GET INFORMATION :

- ◆ Contact someone you know in the company;
- ◆ Ask the secretary for pamphlets;
- ◆ Consult newspapers, the Internet, company directories, your local centre of employment, the regional chamber of commerce, etc.

#### KNOW YOURSELF :

- ◆ Assess your skills, key strengths and weak points;
- ◆ Know your résumé by heart;
- ◆ If the employer asks you for an example of something you could improve or a flaw, name them briefly and explain especially how you seek to manage or to improve this element. Name a flaw which you can transform into a quality in another context, or still, name a flaw which is not linked to the job;
- ◆ Establish links between your training, your qualifications, your working experiences, your realizations and the job you are now applying for.

#### PRESENTING YOURSELF :

Remember that the first 4 or 5 minutes of the interview are decisive.

#### « The first impression »

- ◆ Pay particular attention to the clothes you wear;
- ◆ Bring a copy of your résumé, references, report cards, diplomas;
- ◆ Be there at least 10 minutes in advance;
- ◆ Present yourself with a smile to the person who welcomes you, as the em-

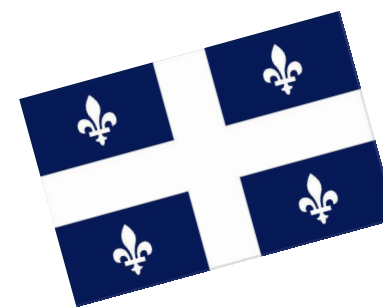
## Québécois expressions

### Up to date Quebecois expressions

1. The three daily meals are called: le **déjeuner** (morning), le **dîner** (noon) and le **souper** (evening).
2. Ending questions by adding "-tu": T'en veux-tu? Il en veut-tu? Ils en veulent-tu? Tu m'écoutes-tu? Je l'ai-tu?
3. J'en ai en **masse**, j'en ai un **char** (many, in large quantities).
4. À c't'heure ou Asteure (short for "À cette heure", meaning now).
5. Envoye-donc! (when we want to convince someone to do something).
6. Pantoute! (which means "not at all").
7. Je suis tanné, c'est plate (I am fed up, it's boring).
8. Je suis **mal pris** (in distress, I need help).
9. une **craque** (Make a joke or a smart remark).

### Glossary

1. Un **aiguiseur** (a pencil sharpener)
2. Une **balloune** (the balloon)
3. Un **barbier** (a barber)
4. Un **bec** (a kiss, a smooch)
5. Un **fridaire** (a refrigerator)
6. Une **lampe de poche** (a flashlight)
7. De la **liqueur** (a soft drink)
8. Un **minou** (a cat)
9. Des **mitaines** (my mitts)
10. Un **bécycyque** (a bicycle)
11. Une **bititte** (an insect or an unknown bug)
12. Une **calotte** (a cap)
13. De la **cassonade** (brown sugar)
14. Un **cégep** (a college)
15. Une **chicane** (a quarrel)
16. Une **débarbovillette** (a small square face cloth used as a wash cloth)
17. Un **dépanneur** (a small general store)
18. Une **patate frite** (fries)
19. Des **patates pilées** (mashed potatoes)
20. De la **pâte à dents** (toothpaste)
21. Un **piton** (a button that you press)
22. Un **pitou** (a dog)
23. Un **plasteur** (a Band-Aid or plaster)
24. Des **sparages** (expansive gestures, showing off, bluffing)
25. Une **tabagie** (cigarette-store that sells newspapers as well)
26. Une **tuque** (winter hat)
27. Des **vidanges** (garbage, household refuse)
28. Une **vue** (a movie)

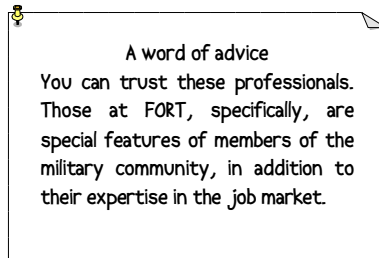


# Guidance counsellors... what do they do for living?

We all have a vague idea of what a guidance counsellor is. In most cases, our perception stems from our experience in school: we used to go to the guidance counsellor to take aptitude, interest or intelligence tests so that they could tell us, based on our results, what fields of study or job categories were likely to appeal to us. These memories from high school, college or university are actually quite limited. A guidance counsellor has many more strings to his or her bow than that.

Guidance counsellors are specialists in the individual-work relationship. They can be useful in many ways. Because they are knowledgeable about both education and the job market, they can help you realistic decisions about the opportunities for training and employment.

Guidance counsellors certainly work in schools, but they can also operate in manufacturing or service industries or in organisations dedicated to enhancing employability, or work in private practice or as psychotherapist.



## Some scenarios from the work of a guidance counsellor

### An employability counsellor

Provides school and vocational counselling services, job search assistance and entrepreneurship advice. «Develop career plans which matches skills, motivation and aspirations, and guides them in initiatives designed to find a satisfying, lasting niche in the workforce.

### An educational guidance counsellor

Helps students to develop their career plans through guidance interviews, educational information and activities designed to enhance the students' knowledge of the workforce.

Evaluates the students' school record and informs them of the admission requirements for various training programs.

Manages specific projects (in-house on-the-job training...) develops training programs for the Ministry of Education or works in the prevention field (eg, substance abuse).

## HOW TO BEHAVE DURING THE INTERVIEW

### NON-VERBAL BEHAVIOR :

- Learn to manage your STRESS;
- Dress accordingly;
- Give a firm handshake;
- Observe how the interviewer acts;
- Do not chew gum;
- Sit straight and comfortably;
- Avoid nervous hand gestures;
- Be confident at all times.

### VERBAL BEHAVIOR :

- Address the interviewer by his or her name;
- Be ready to answer tricky questions (e.g.: Tell me more about yourself, describe your best friend);
- Let the interviewer take the lead of the interview;
- Express yourself clearly by avoiding answers that are too long or too vague;
- Never criticize your former employer or job;
- Use examples to demonstrate how you've improved your weak points;
- Adopt an attitude which demonstrates your interest for the position;
- Thank the interviewer.

### PRACTICAL ADVICE :

- Prepare mentally;
- Make sure you know how to get to where the interview takes place;
- Be attentive to the information which is supplied to you;
- Remember the names of everyone present for your interview;
- Look at who you're talking to in the eyes;
- Be yourself, frank and open;
- Support what you say with concrete examples;
- Take time to think before answering the question;
- Be dynamic, enthusiastic, enliven your voice;
- After the interview, send a thank-you letter;
- If you are not certain of the meaning of the question, ask the employer for precisions.

**After the interview, take time to congratulate yourself for your performance.**

## EXAMPLES OF FREQUENTLY ASKED QUESTIONS

- ◆ Tell me about yourself ?
- ◆ What are your strengths and weaknesses?
- ◆ What kind of person would you say you are ?
- ◆ How do your co-workers see you?
- ◆ Why would you like to work for us ?
- ◆ Why do you think you are the right person for this job ?
- ◆ Do you prefer working alone or as part of a team ?
- ◆ Have you ever done this kind of work ?
- ◆ Why did you leave your last job, or why do you want to leave your present position ?
- ◆ What salary are you expecting ?
- ◆ Why should we hire you instead of someone else ?
- ◆ What five words, in your opinion, could best describe you ?
- ◆ What did your last employer think of you ?
- ◆ What are your long term goals ?
- ◆ Can you work under pressure, or honour tight delays ?
- ◆ Would you accept temporary or contractual work ?
- ◆ What did you learn of importance at your last job?
- ◆ Would you rather work for a small or large company ?
- ◆ Describe the daily tasks you will accomplish in this position ?
- ◆ Tell us about our company ?
- ◆ In what situations have you needed to show initiative ?
- ◆ What do you think about your past employer ?
- ◆ How would your friends describe you ?
- ◆ How do you deal with criticism ?
- ◆ How do you view authority ?
- ◆ What makes you angry?
- ◆ Why have you chosen this career?
- ◆ What do you think of working overtime?
- ◆ What more can you bring to our company?
- ◆ Describe the ideal candidate for this position ?

### Did you hear about the man who...

Did you hear about the man who found a job through the brother of the aunt of the girlfriend of the superintendent at the school where his wife's grandfather's hairdresser's son went?

The fact that many positions are simply advertised within the organisation or filled by candidates referred by people who are already working for the company is an argument in favour of using and developing your own network of contacts. Relying on your friends and acquaintances to help you in your efforts can yield impressive results. You will be astonished at what the people around you will do to facilitate your search.

### Approach family, friends and acquaintances



Tell your family, your friends and your neighbours that you're looking for a job. Tell them what field you are in and ask them to give you a hand in your efforts. They can provide you with information about hiring opportunities in their own place of work or in that of someone they know. Don't forget your ex-employers, your former co-workers, your insurance agent and your bank manager. The more people are aware that you are looking for a job, the greater your chances of identifying job opportunities and obtaining an interview. This is what is known as the snowball effect.

Once you have contacted the people in your own network or people to whom you have been referred by them, tell them what kind of job you are looking for and mention your strengths. Make it clear that you not necessarily expecting a job offer, but tell them that you would like any advice, ideas or useful hints they can offer.

In any event, a positive attitude is your best asset: it gives you enthusiasm on the job, stimulates people's interest, and productivity and allows you to take advantage of the positive aspect of your personality

### Objectives for the meeting with a contact:

- Exchange information (you are looking for a job, you are asking them for some kind of assistance, they will tell you what they can or cannot do)
- Describe yourself (tell them about your experience, your achievements and your skills)
- Generate new contacts (ask them for the name of two people they know who might be able to help you in your search)

### How to expand your network of contacts



Ask your contacts to identify two people who can provide information about jobs that may be available and help you to access them, as appropriate.

A word of advice: Since many employers trust each other and refer each other to their in-house pool of applicants, it is by no means a waste of time to take your resume to the employer for whom you would like to work. There is a possibility that your resume will be added to their own database.

## Image is important, contrary to popular belief

Non-verbal communication relays a message that speaks. It is also claimed that in interviews, 50% of the analysis conducted by individuals who interview an applicant focuses on the applicant's appearance and how they come across. Studies also show that there is a significant correlation between beauty and success. Looks have an important psychological impact; they are the reflection of a positive image and thereby enhance the individual's performance and have a corresponding impact on the perception of those around them.

Apart from appearance, attitudes and gestures also carry a message. The pitch of our voice and the rhythm of our words also indicate enthusiasm, self-confidence or indifference, arrogance... A contradictory impression can also be left if the tone is not consistent, or if you yawn while saying you are highly motivated.

It is up to you to ensure that the image you project is to your advantage. Make the right choices: dress can be appropriate and well groomed, or eccentric and weird; a handshake can be firm or limp ; a look can be straight in the eye or evasive; posture can be erect or hunched.



### Practical, practical, a business card

A business card is a very useful tool in a job search. This little introductory card is a practical, effective means of promoting yourself. Its format means that you can carry it easily in a jacket pocket or a handbag, and it can be handed anytime, anywhere to a potential employer or contact.

Take a few hours to produce your homemade business card. Stand out from the crowd by demonstrating your ability to adjust to new trends in job searches and compete with job seekers who are already using this presentation tool.

### Content

Name, telephone number, area of activities or training and employment sought.

# Successful Cover Letters



## Some helpful tips on writing letters to potential employers

## A GOOD COVER-LETTER

### AIM :

A cover letter's role is to attract the attention of an employer to look at your resume. It is also used to establish a clear link between your resume and the position you are applying for.

### QUALITIES :

It must be:

- ◆ Concise, complete, and clear;
- ◆ Written to highlight your talents and relevant work experience;
- ◆ Addressed to one person in particular.



### TECHNICALITIES :

- ◆ Maximum one page;
- ◆ No spelling errors;
- ◆ Short, complete paragraphs;
- ◆ Write it up on a computer. Use the same font as your resume ;
- ◆ Must be signed in blue pen;
- ◆ Date and city written in the upper left hand corner.

## Evade the receptionist's eye

Scenario/dialogue

Julia:  
Good morning, I'd like to speak to the head of the ABC department

Receptionist:  
May i ask what about?

Julia:  
I would like to find out about job opportunities in the short or medium-term

Receptionist:  
Send us resume please.

Julia:  
Of course, to whom should i address it?

Receptionist:  
To Mr.XYZ

Aha! Now you've got a name....  
Call back a few days later and ask to talk that person, Mr.XYZ.

Like a good guard, the operator will refuse to put you through.

Mail your resume, stating in your application letter that you will call in a few day's time to check how your application is progressing. Call back on the agreed date.

Julia:  
Good morning, I'd like to speak to Mr.XYZ, he' expecting my call.

Receptionist:  
Who's calling, please?

Julia:  
Julia Wily

Receptionist:  
One moment please

It is highly likely that she will put the call through. At the very least, she will check with Mr.XYZ if the wants to take your call. After that, it's up to you.



<b>Chronicle Telegraph</b> <a href="http://jobs.qcsonline.com/">http://jobs.qcsonline.com/</a>	Chronicle telegraph
<b>V.E.Q</b> <a href="http://www.veq.qc.ca/jobs.htm">http://www.veq.qc.ca/jobs.htm</a>	Voice of English, employment opportunities
<b>Federal public service</b> <a href="http://www.jobs.gc.ca">www.jobs.gc.ca</a>	Job offers at the Commission of the public office of Canada.
<b>Emploi Québec</b> <a href="http://www.emploi.quebec.net">www.emploi.quebec.net</a>	Jobs offers throughout the province & resume posting.
<b>Fonction publique québécoise</b> <a href="http://www.tresor.gouv.qc.ca">www.tresor.gouv.qc.ca</a>	Information and job postings for the Provincial government.
<b>Career Owl</b> <a href="http://www.careerowl.ca">www.careerowl.ca</a>	Resume posting and job search in Canada and US. Mostly Montreal.
<b>Youth jobs</b> <a href="http://www.youth.gc.ca">www.youth.gc.ca</a>	Summer jobs or internships all year round for full time students
<b>Jobboom</b> <a href="http://www.jobboom.ca">www.jobboom.ca</a>	Job offers and resume postings.
<b>Monster</b> <a href="http://www.monster.ca">www.monster.ca</a>	Canadian job offers and resume postings.
<b>Repères Emplois</b> <a href="http://www.reperes-emplois.com">www.reperes-emplois.com</a>	Private sector job offers linked to « Les Affaires»
<b>Canada Jobs</b> <a href="http://www.canadajobs.com">www.canadajobs.com</a>	Canada-wide job search. You can also post your resume and search for job offers.
<b>Human Resources and skills development Canada</b> <a href="http://www.rhdsc.gc.ca">www.rhdsc.gc.ca</a>	Career Informations. Federal government job postings.
<b>Workopolis</b> <a href="http://www.workopolis.com">www.workopolis.com</a>	Job search and resume posting. Linked to « Le Devoir» and « Le Soleil».
<b>Agence de santé de la capitale nationale (RSSS)</b>	<a href="http://www.rrsss03.gouv.qc.ca">www.rrsss03.gouv.qc.ca</a>
<b>Santé Montréal</b>	<a href="http://www.santemontreal.qc.ca">www.santemontreal.qc.ca</a>
<b>Le réseau juridique du Québec</b>	<a href="http://www.avocat.qc.ca/juristes/emplois.htm">http://www.avocat.qc.ca/juristes/emplois.htm</a>
<b>The Website of the English Second Language Teachers' Network</b>	<a href="http://esltn-quebec.com/">http://esltn-quebec.com/</a>

## A COVER LETTER LAYOUT

City, date

Name of person in charge of hiring

Company name

Address

City, (Province) Postal Code

Dear (name)

1st paragraph: Introduce yourself, mention the position you are applying for and your attached resume. \_\_\_\_\_

2nd paragraph: Present your qualifications in relation to the position you are applying for. Highlight your strengths and your career goals. Describe what makes you an ideal candidate. \_\_\_\_\_

Closing paragraph: This is where you request an interview, indicate your availability, thank your potential employer and express your salutations. \_\_\_\_\_

*Signature*

Your name

Your address

Telephone

Enclosure (l)

## A GOOD COVER LETTER EXAMPLE

Quebec, September 17, 2007

Thomas Jones  
Jeffrey Hale Community Services  
1200 Holland Street, Quebec (QC) G08 5S1

Dear Mr Jones:

Please find the enclosed resume as part of my application for the part time Registered Nursing position. I have learned about the wide range of health services you provide to a multi-cultural population, and am extremely excited by the prospect of joining your team.

I graduated with a BN Degree, which has provided me with a rich knowledge base as well as skills directly related to this position. Through my education and work history I have gained experience in community health, acute care nursing, emergency room, medical evacuations and clinical settings. My experience has acquainted me with health promotion, prevention, restoration and maintenance as central components to nursing. My experience also emphasizes the importance of professionalism, leadership and critical thinking. Other essential skills I have acquired include flexibility, adaptability, cooperation, public relations, superior organizational skills, as well as supervisory and management skills.

I look forward to the opportunity to speak with you further about my qualifications. Thank you for your time and consideration.

Sincerely,

Hila George  
30 Chemin de la Ruchée  
Quebec, Quebec GOA 2CO  
Contact Number (418) 841-1277

### To avoid :

- ◆ A general letter sent to all the employers;
- ◆ To emphasize your limits (lack of experience, dismissal, renunciation of studies, etc.);
- ◆ To show doubt by negative sentences (generally, I believe, I shall try, etc.);
- ◆ Not to make enough links between the job and your experiences;
- ◆ To be too general (you will notice in the reading of my résumé that I have the required assets);
- ◆ To write a long text on your professional experiences.

## TO BE AVOIDED :

- ◆ Sending out 50 resumes a week and leaving them with the company secretary;
- ◆ Having too many constraints (schedule, salary, etc.);
- ◆ Repeating to yourself that there are no jobs available and no one wants to hire you;
- ◆ Presenting yourself to an employer with a pile of resumes;
- ◆ Being too arrogant or not knowing exactly what you want;
- ◆ Writing « any » to answer : to which position are you applying ?
- ◆ Applying for jobs that do not correspond to your profile.

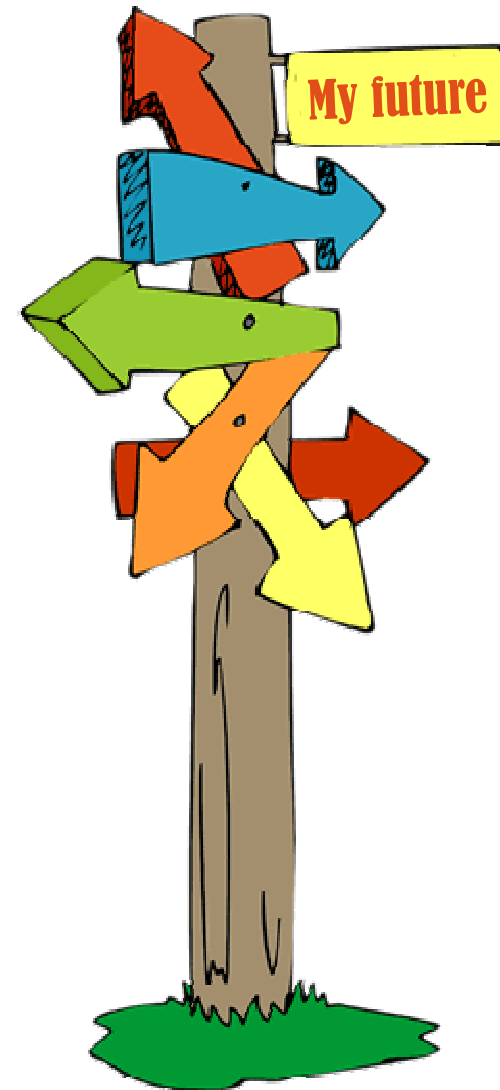


# Academic and Vocational Counselling

## ACTION PLAN :

There are many ways to make a job search more efficient. The more methods you combine, the higher your chances are of reaching your goals.

1. Be sure that every one of your acquaintances knows that you are searching for a job. Ask for names of contacts or ideas to pursue;
2. Start building a network in the area of work that interests you (go to conferences, breakfast meeting, etc). Let yourself be known! Did you know that 80% of all jobs are never advertised? They are filled through networking.
3. Sign-up with different candidates' banks, recruiting or placement agencies;
4. Read the papers to know where enterprises will be investing within their companies, and read job offers. There are also numerous web-sites to explore;
5. Target the companies you would like to work for. Gather information on these companies to get to know them as well as possible.
6. Contact the person in charge of human resources to request an interview, during which you will present your services and ask for further information. (Who does what, future investments, etc);
7. If an employer tells you that there are no positions available, ask when they think they may be hiring. Take note and contact them at this time;
8. Send a thank-you letter following this meeting, after a few weeks, underlining a few of your strong points that could be useful to them and reaffirming your availability.;
9. When you cannot obtain an interview, send your resume, with a cover letter, indicating that you will contact them soon.



## ACADEMIC AND VOCATIONAL COUNSELLING

Are you wondering what you'll be doing in the future? You don't know what to do and where to go? Are you wondering which academic program could best suit you? Do you want to go back to work, acquire experience or change jobs? It's time to act ! Make an appointment with a guidance counsellor at the Valcartier Family Centre.

### EMPLOYMENT COUNSELLING:

- ◆ With support from a guidance counsellor, you will evaluate your needs and expectations through discussions, tests and exercises ;
- ◆ Take an in-depth look at your professional vocation or discuss your career planning;
- ◆ Acknowledge your experiences to prepare for a career change;
- ◆ Make a link between your interests, your abilities and the labour market.



## An effective job search

Have you ever wished an employer would call you and say: «I've heard so many good things about YOU, would you please come work for my company?» Sadly, this rarely happens. In reality, most people must take many steps before finding a job that suits them.



### TIPS AND HINTS :

- ◆ Start searching today ! You may not need a job right now, but nothing is keeping you from researching the job market tendencies where you live;
- ◆ Know what you have to offer to a employer, as well as the positions you could fill within the company;
- ◆ Visualize your desired position. Can you see yourself in the company, within the physical environment, the workplace ambiance, etc. ?;
- ◆ Have confidence in your potential. Believe that you are qualified;
- ◆ Emphasize your strengths, your relevant work experience and what distinguishes you from the rest when you apply for a position;
- ◆ Be yourself, and smile. A pleasant personality and demeanour are highly impressive;
- ◆ Think positive. Take it as a fact that the perfect job for you exists somewhere.



# Dynamic and efficient job searching



Tricks and tips  
for establishing  
a good action plan

## THINGS TO CONSIDER WHEN GOING BACK TO SCHOOL:

- ◆ You will probably have to rethink the way you spend your time, you must keep in mind that you will be less available for your family and friends for awhile.
- ◆ You may have to adapt to a new lifestyle, find ways to do more with less for the duration of your studies;
- ◆ Look for financial possibilities (Government Loans and Bursaries Program, withdraw money from RRSPs for studies, etc.)
- ◆ Several training programs might not be available in your region and thus require mobility or even moving in a new town.

## Valcartier Family Centre FORT Program can offer you personalized assistance

### What you'll find :

- ◆ The expertise of a team of guidance and career counsellors;
- ◆ Access to a documentation centre;
- ◆ Access to computer stations and the Internet;
- ◆ A software with scholar and professional information called "Repères";
- ◆ Information on educational institutions and programs;
- ◆ Contact with employers;
- ◆ Information on the local and regional job market;
- ◆ Assistance with research;
- ◆ Access to a printer, photocopier and fax machine.

In a dynamic, friendly and professional environment.  
Offered in both English and French.

