



**Are you having difficulty finding employment? This brochure is designed to help you develop the tools you will need to complete your job search and find the job that is right for you.**

## **1: GETTING READY**

This section will help you develop the tools necessary to begin your job search, including a résumé and a cover letter.

### **Building your résumé**

When you are writing your résumé, think of commercials or ads. The ones that really grab your attention are often short, to the point, and provide relevant, positive information. With your résumé, you are creating a commercial about yourself. A good résumé will sell you to employers.

There are many resources available to help you build a résumé. For example, the Government of Canada's Job Bank ([www.jobbank.gc.ca](http://www.jobbank.gc.ca)) offers Résumé Builder, a résumé building tool for job seekers. This free tool is available to all visitors who register on the website. You can use it to create and save online résumés to assist you in your job search. The tool also offers résumé writing tips and sample résumés to help get you started.

### **Developing your cover letter**

A cover letter enables you to provide a first impression to employers. It is essential that your cover letter demonstrates your organizational skills, ability to summarize, interest in the company or organization, and career goals.

For cover letter tips on how to make a great first impression, visit the Youth Canada website ([www.youth.gc.ca](http://www.youth.gc.ca)). The website provides samples to assist you when writing follow-up cover letters for job ads, phone calls to potential employers, and unadvertised jobs.

## Planning your career

Still not sure how to proceed? Determining what you like to do is the first stop on the way to your dream job. Resources to assist you with this process include:

- *Looking for a Job*, a publication available from Service Canada. This publication is designed to help you get to know yourself better by outlining your interests and skills. To learn more, visit Service Canada ([www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)) and search by keywords.
- CanLearn ([www.canlearn.ca](http://www.canlearn.ca)) provides information and services designed to help individuals save, plan and pay for their future. This online resource can help you discover your strengths, learn what careers suit your interests, and explore careers, employment requirements and hiring prospects.
- Career Cruising, a free online career resource available through New Brunswick Public Library Services and your local career information centres. Visit <http://er-re.gnb.ca> and have your user card on hand or drop by the career information centre in your area and start cruising today.

**Having trouble with a particular aspect of your job search? There are many other job search resources available from your local career information centre and regional employment development office. To find the locations nearest you, please visit [www.gnb.ca/training](http://www.gnb.ca/training).**

## 2: SEARCHING FOR WORK

This section will help you identify potential jobs, tailor your job search, and better understand the labour market needs in your area.

### Identifying potential jobs/employers

Are you looking for work, but do not know how to find job offers? Employers looking for employees may use a number of methods to advertise their job offers and attract the best candidates. A job search can be done by telephone, mail, computer, or in person. It is important to use a variety of sources in your search. A job search is a full-time job, plan to commit at least 30 hours per week.

By consulting career, job search, and recruitment websites, you can search for job offers based on a variety of criteria. Online resources include:

- NB Jobs ([www.nbjobs.ca](http://www.nbjobs.ca)) offers a listing of current job opportunities throughout New Brunswick.
- The Government of New Brunswick website ([www.gnb.ca](http://www.gnb.ca)) provides information on job opportunities with New Brunswick's public service.
- The Working in New Brunswick, Canada Tool ([www.workinginCanada.gc.ca/newbrunswick-nouveaubrunswick](http://www.workinginCanada.gc.ca/newbrunswick-nouveaubrunswick)) provides province-specific occupational and career information including job opportunities, educational requirements, average wage rates and salaries, current employment trends and outlooks.
- Careers in the federal Public Service ([www.jobs-emplois.gc.ca](http://www.jobs-emplois.gc.ca)) offers a listing of current job opportunities with the federal public service.

In addition, many municipal websites list available job opportunities. If you are interested in working for your community, visit your local municipal website for more information. Often, company websites will also post job offers that you can apply for directly. Visit the websites of organizations and businesses that interest you, and check your local Yellow Pages to find companies and employers who hire in your field.

The job that you want should meet your needs and expectations, but do not forget that sometimes you may also need to review your choices and be a bit more flexible. Conducting a job search alone can be difficult. An employment counsellor can help you define your goals and assist you in making your career plan. For more information, please visit [www.gnb.ca/training](http://www.gnb.ca/training).

## Learning about the labour market

To be successful in your job search, it is important to be well-informed about the labour market in the region in which you wish to work.

Labour market information can help you understand the context of a job opportunity and its working conditions, tailor your résumé and cover letter, and job search.

Labour market information can also help you determine:

- what a person in a certain occupation does (occupational profiles);
- range of pay rates for occupations;
- educational requirements for different jobs;
- areas of the economy that are expanding; and,
- companies and organizations in your field that are hiring.

The Internet is a valuable source for up-to-date local and national labour market information. Several online resources include:

- The Working in New Brunswick, Canada Tool ([www.workingincanada.gc.ca/newbrunswick-nouveaubrunswick](http://www.workingincanada.gc.ca/newbrunswick-nouveaubrunswick)) identifies the names of occupations in Canada and provides detailed, province-specific labour market reports.
- *Labour Market Information Monthly* ([www.gnb.ca/labour](http://www.gnb.ca/labour)) provides a monthly analysis of labour market trends throughout New Brunswick.
- Human Resources and Skills Development Canada's *Labour Market Bulletin* (New Brunswick) provides an analysis of local labour markets, as well as assessments of local employment-related events. To learn more, visit Human Resources and Skills Development Canada ([www.hrsdc.gc.ca](http://www.hrsdc.gc.ca)) and search by publication name.

If you find labour market information a bit of a mystery, the staff at your local career information centre and regional employment development office can help. Contact your local career information centre or regional employment development office today or visit [www.gnb.ca/training](http://www.gnb.ca/training).

## 3: FINDING A JOB

This section will help you prepare for an interview, determine if a job is right for you, and agree on terms of employment.

If the idea of a job interview makes you nervous, rest assured that you are not alone. With some preparation, you can make a great impression on an employer and have confidence in yourself as you outline why you are the right person for the job.

An employer will often interview several qualified applicants for a job. It can be a simple, informal meeting between you and your potential employer, or it can be a formal interview between you and a group of people with set questions. Remember that the interview is your chance to find out if the job is right for you.

- To learn tips about what to do before, during and after an interview, visit the website section for job seekers within the Working in New Brunswick, Canada Tool ([www.workingincanada.gc.ca/newbrunswick-nouveaubrunswick](http://www.workingincanada.gc.ca/newbrunswick-nouveaubrunswick)).
- Effectively demonstrate your skills by following the outline for interviews available within the website section for job seekers and workers on the Job Bank website ([www.jobbank.gc.ca](http://www.jobbank.gc.ca)).
- Prepare for your interview by following the steps outlined in *Looking for a Job*, a Service Canada publication. To learn more, visit Service Canada ([www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)) and search by publication name.

## 4. UPDATING YOUR TRAINING AND SKILLS

Are you still not confident that you will be able to reach your employment goals? Perhaps you need to update your training and skills. The Government of New Brunswick offers programs and services to assist those who are unemployed or underemployed acquire the skills and employment experiences necessary to secure full-time employment. Programs and services include:

- employment counselling services such as career decision-making and planning, job search techniques, labour market information, and work preparation;
- post-secondary education and training opportunities for eligible residents;
- work experience opportunities for unemployed individuals who require a job placement to overcome barriers to employment;
- academic upgrading programs that focus on updating reading, writing, oral communication, documentation and computer skills;
- preparatory courses for the General Education Development (GED) diploma; and,
- support during the initial start-up phase of a business including financial assistance, coaching and ongoing technical advice.

**Contact your regional employment development office today to learn if you are eligible for available training or educational programs. For more information, please visit [www.gnb.ca/training](http://www.gnb.ca/training).**

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