

# Student Employment Office

## Updates

745 TALBOT STREET, ST. THOMAS

MAY 12, 2010

STUDENT  
EMPLOYMENT OFFICE  
745 TALBOT STREET  
ST. THOMAS, ON  
N5P 1E3

### HOURS

Monday: 8:30—4:30

Tuesday: 8:30-6:00

Wednesday: 8:30— 4:30

Thursday: 8:30-4:30

Friday: 8:30-4:30

### PHONE

519-631-8820

### E-MAIL

YYM@jobselgin.ca

### WEBSITES

www.jobselgin.ca

www.jobbank.gc.ca

### OUTREACH LOCATIONS

Aylmer Community Services  
25 Centre Street, Aylmer

West Lorne Support Services  
160 Main Street, West Lorne

### Quick Fact

95% of job seekers are unsuccessful in their job search because they make 2 common mistakes: they have poor interview skills or they are unproductive in their job search.

## Student Employment Office Is Open!

The St. Thomas Student Employment office is open for another summer! We provide many free services to both students and employers. There is access to available Job Postings, Resume and Cover Letter help, and interview tips. Our office is also equipped with Computer and Internet access for students to continue their job search and edit their resumes. We can also help you with Volunteer hours to fulfill the 40 hours required for high school students. There is no appointment needed! Just come into our office and our group of friendly staff will do what they can to assist you in your job hunt.

Students can come to the Student Employment Office to register for a **Summer Jobs Services (SJS) Number**. In order to receive an SJS Number students need to be between the ages of 15-30, and must be returning to school in the fall. There are also three pieces of Identification required: Proof of Return to school, Proof of Age and a Resume

must be brought into the office, along with the application in order to register.

### High School Visits

In the upcoming weeks representatives from the Student Employment Office will be visiting the local high schools weekly at lunch



time in order to provide resume help and job search tips. Stay tuned to your school announcements and our newsletter to come visit us & check out some of our available job postings.

**AVSS - Starting May 26**  
**CECI - Starting May 28**  
**East Elgin - Starting May 25**  
**PCI - Tentative May 31**  
**St. Joe's - Starting May 27**  
**West Elgin - Starting May 31**

### Upcoming Open House

We will be holding our annual Open House in the upcoming weeks, where workshops on resumes, job search tips, and health and safety will be running in the evening. Employees will also be available for one-on-one assistance with resume updating and general questions. Additional information on a variety of programs (e.g. Canada Student Loans/FSWEP) and refreshments will be provided.

Stay Tuned for More Info!

### Outreach Visits

Representatives from the Student Employment Office will be available in the following outreach locations:

*Aylmer Community Services:*

Tuesday May 18th from 11-7pm

*West Lorne Support Services:*

Wednesday May 19th from 10-5pm

## Resume Tips: Watch For These Mistakes

We see a lot of resumes here at the Student Employment Office. Unfortunately, this means we also see some common errors.

When job searching, watch for these common mistakes to guarantee the most success.

### 1. Method of Referral

Read the job postings carefully. Each job posting will tell you exactly how to apply. Not following the instructions can mean that your resume

does not reach the employer.

### 2. Not Proofreading

Always make sure to proof read your resume for any spelling or content mistakes. Ask a friend or family member to do it for you or come in to our office and ask one of our staff to help. These are the most common mistakes we see.

### 3. Too Much Information

Your resume should be concise—no more than 2 pages. Do not include any personal information such as age, or SIN number. Include only the most relevant information. Your resume may not need every job you have ever held for example. There is also no need to list the elementary school you attended if you are now in high school or college