

JOB SEARCH GUIDE FOR NEW CANADIANS



By Workopolis

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Section 1

Welcome!

Whether you're a new arrival to Canada looking for a job, or someone trying to help a new arrival, this guide will help you get started.

We know how difficult the job search can be, and we know it can be much more difficult for immigrants and refugees, who face hurdles that others don't – such as language barriers, unrecognized credentials, and a lack of connections.

So in this guide we will walk you through the processes of creating a resume and cover letter, and building a network. We will also point you towards Canadian employment resources for newcomers across Canada and in your area, and have provided a list of online resources that may be useful, such as language and computer tutorials.

This is not a list of every single resource out there and we encourage you to also do your own research to see what you can find. You can also visit the Government of Canada's website (<http://www.cic.gc.ca/english/>) for more extensive lists of these resources and those related to healthcare, housing, and other settlement needs.

We want to see you succeed and for you to know that your success is our success.

We hope you find this useful!

Good luck.

The Workopolis team

CHAPTER I:

GETTING STARTED

There are many job-related resources out there that are available to you. But they're not always easy to find, which is why we have compiled as many as we could find into this guide – and we're going to talk you through the basics of getting looking for a job. Workopolis has also created a job board geared specifically towards newcomers to Canada, partnering with organizations that want to give newcomers a chance. Visit us at JobsforNewCanadians.com.

This guide is specifically related to the job search. If you need help with housing, healthcare, getting a driver's license, or other settlement-related matters, visit The Government of Canada website (<http://www.cic.gc.ca/english/>), your provincial government website, or search for local settlement organizations.

Now, let's talk about what you will need to work in Canada.

What you will need to work in Canada.

One thing everyone who wants to work in Canada needs is:

A Social Insurance Number

A Social Insurance Number (SIN) card is a card with a nine-digit number on it that is required for anyone who wants to work in Canada or apply for government programs and benefits. For more information about how to apply for a SIN card, consult the Service Canada website (<http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>), or visit a Service Canada Centre in person.

Other than that, what you will need will, of course, depend on who you are and what you do. You may need language courses and you may need to have your credentials assessed – you can find links for these things in this guide. You may also need a license to practice your profession, as many professions are regulated in Canada. We'll get to that in a bit. (Jump to the section on regulated professions)

But there are three things almost everyone who wants to find a job in Canada will need: a resume, a cover letter, and a network.

A Resume

A Canadian resume is the document you provide an employer with your job application in order to be considered for a position. It lists your skills, qualifications, education, and experience. A resume is not the same thing as a CV, which is a similar document used in other parts of the world, and might therefore be quite different from the job-search documents you have created in the past. (Jump to the section on creating a resume)

A Cover Letter

A cover letter is the letter you write to each individual employer that is specific to that employer and the job for which you're applying. It accompanies your resume and serves as your introduction. (Jump to the section on creating a cover letter)

A Network

A large percent of available jobs - some estimates say as many as 80% - go unadvertised. This means that you have to know people in order to hear about those jobs and the more people you know, the more likely you are to hear about them. This means that a network is very important in the job search. As a newcomer, you might find this obstacle a particularly difficult one to tackle – but it's far from impossible. (Jump to the section on building a network)

A Note on Canadian Experience

The subject of “Canadian experience” comes up often in respect to immigrants and employment. Employers are very stuck on “Canadian experience” and this has long been considered a potentially unfair barrier to employment for immigrants to Canada. The common problem is said to be that you can't get a job without Canadian experience and you can't get Canadian experience without a job.

In some cases in Ontario, if an employer insists that you must have worked in Canada to qualify for a job, this may be a violation of human rights. This might be the case if the employer cannot prove that Canadian experience is essential to the job, as outlined in the Ontario Human Rights Commission's Policy on Removing the Canadian Experience Barrier (<http://bit.ly/1o5V4Tj>). These policies and codes vary by province.

Regardless, if you do have Canadian experience you make yourself more attractive on the job market. Some ways to get it include attending school – which may be enough in some cases – and volunteering. It may also be worth it to seek a job for which you are overqualified.

Other ways to deal with this issue include building as big a network as you possibly can. Also, it helps to be able to convey how your specific skills and qualifications apply to the job how your experience, even if it's not Canadian, makes you a valuable asset. Think about what value your personal experience adds to you as an employee, and how your foreign experience adds to that value. The better you are able to communicate this the better off you will be.

Get ready

We are going to help you with all of the things discussed here. In the next section, we discuss professions that may be regulated in your province and what to do if yours is regulated, after which we will cover how to create your Canadian resume, cover letter, and network.

If you know for sure that your profession is *not* regulated, go ahead and jump to the section on creating a resume.

Our aim is to make this as easy as possible. Let's go!

CHAPTER II:

REGULATED PROFESSIONS

OK, let's talk about regulated professions.

Professions in Canada are regulated on a province-by-province basis. Many jobs in healthcare, finance, and education are regulated, as are many engineering or skilled trade jobs.

To find out if your profession is regulated, click here [http://www.jobbank.gc.ca/occupation_search-eng.do] and enter the profession and the city and province. Then click “education and job requirements” and then the province. You can also reach out to some of the employment resources in this guide for help.

If your job is regulated, you have a few options that you can discuss with employment service organizations or regulatory bodies.

One of these options is to **have your credentials assessed by a recognized assessor**, after which you will have the option of updating your credentials in order to be able to practice your profession. For information about credential assessment, see here.

Here is a short list of credential assessors recognized by the government of Canada and listed on its website. Not all assessors are listed here. You can also contact an employment service organization or regulatory body to find out which assessor is best for you.

- Comparative Education Service – University of Toronto School of Continuing Studies
- International Credential Assessment Service of Canada
- World Education Services
- International Qualifications Assessment Service
- International Credential Evaluation Service
- Medical Council of Canada (professional body for Doctors)
- Pharmacy Examining Board of Canada (professional body for Pharmacists)

You might also try a **bridge training program**, such as those listed on the Ontario Immigration website (http://www.ontarioimmigration.ca/en/working/OI_BRIDGE.html). These programs are designed to help internationally trained individuals move quickly into the labour market, and may be covered in part by bursaries.

For some, getting the required education and registration this will be easier than others and the process may prove too costly and time consuming for people with families to support and other

concerns. The reality is that if you were working in a highly regulated profession - such as law or medicine - in your home country, you might not be able to do the same job here.

In that case, another option is to **consider a related profession in the same industry**. For example, one man we know about from Africa was a doctor in his home country. Here he could not afford the time or money to get a new medical degree, so he got a job working as a counsellor, advising pregnant women about potential risks of medications. Someone else in healthcare might work as a personal care provider. A math teacher might work as a tutor. The settlement.org website offers some ideas for alternative professions here (<http://settlement.org/alternative-jobs>).

Other options include going into a completely other industry or starting your own business. One person we know, a refugee from the Czech Republic, started his own handyman business, providing whatever services people needed around the house and yard.

It's important to do your research, explore your options, and keep an open mind.

CHAPTER III:

CREATING A RESUME

What is the difference between a Curriculum Vitae (CV) and a resume?

A resume is different from a CV.

The CV is used to apply for jobs primarily in Europe, Asia, and Africa and is a long, comprehensive listing of your entire work and education history and sometimes even includes details about your personal life.

A CV will list every job you've had back through high school, even if you are 50 years old, and might also list information such as your marital status and number of children. You might include a picture with your CV.

A resume, by contrast, is the document used to apply for jobs in North America. It is a shorter document that lists only one's pertinent work and education history. It should be tailored to each specific position for which you are applying. A resume does not include personal information and should not include a picture (a picture will decrease your chances of landing a job in most situations).

A resume is not a comprehensive list of all your schooling and everywhere you've worked in your life with some personal interests and hobbies thrown in to round out the picture.

A resume is a marketing document. It's a sales brochure, and the product is you. So when writing your resume you need to think about the customer and include information that is specifically relevant to them. In this case the customer is potential employers for the jobs you would like to be hired for. A successful resume will capture their interest enough so that they will want to find out more about you in a job interview.

Resumes don't get you hired. They win interviews. Successful interviews get you hired for the job. But first things first. You need a resume.

How to write a resume

Let's start at the top and work our way down through the document. The first section of your resume is the header. This includes a title and your contact information. Make the title of your resume *the title of the job you hope to be hired for*. When applying for jobs, make sure to customize your resume so that the title exactly matches the position you're targeting.

If you are applying for a job as a dental receptionist, make your header "Your Name" followed by the words "dental receptionist."

Your contact information should be your name, email address, and phone number. An actual mailing address is optional. If you live near the location of the job you're applying for then you should include it. It could be seen as a point in your favour that you live nearby.

Your email address should be just your name or as close to just your name as possible. Using underscores or numbers to secure an available email address for a common name is fine.

Professional skills summary / opening statement / profile

Traditionally resumes opened with an 'objective statement' about what the candidate was looking for in potential jobs. These have fallen out of favour in modern resumes. Because the core goal of a resume is to capture an employer's attention and create interest in your candidacy, it doesn't make sense to waste valuable space right off the top with a lengthy statement about what you are looking for. Instead, open with what you have to offer and what you can do. Again, make sure to tailor this statement as specifically as possible to the needs of any job you apply for.

Pick out your key selling points and highlight them right off the top. For example:

Experienced Sales Manager with ten years of increasingly senior roles leading sales strategies for major brands. Demonstrated expertise in the planning and development of sales plans, improving relationships with customers and in new client acquisition. Twice awarded top honours as 'Sales Representative of the Year'.

When it comes to skills, you need to be very specific. It's not enough to say you went to school and studied computers. You need to list the things you know how to do. If you learned one or more programming languages, like html, Java, and/or Python, you must say, "Proficient in html (and Java and/or Python)."

Work history

One of the first things employers look for when scanning a resume is who your most recent employers were. If this information isn't easy to find, it may annoy some hirers causing them to simply move on to the next resume. List the places you've worked in reverse chronological order starting with the most recent.

List the company name, your job title, as well as your start/end dates of employment.

Don't spend too much time describing what your 'duties' were at each job. Most people already know what a sales rep, a secretary, or a shipping clerk does. Describe your job as briefly as possible in a sentence or two.

What people don't know is *what made you good in the role*. This is why it is important to list your specific accomplishments for past roles.

Showcase the details that apply directly to the job you're after. Use numbers where you can to highlight measurable accomplishments with regards to time/money saved or sales/revenue/efficiency increased.

For example:

Implemented new web content optimization strategy resulting in a 175% increase in click-throughs and an over 200% lift in page views. This drove up advertising revenue across relevant channels by over 50% year-over-year.

Don't forget other accomplishments that can highlight your soft skills. Problem solving, team work, and communications are highly in demand across sectors and are often overlooked in resumes.

For example:

- *Initiated weekly stand-up meetings between members of the customer service, technology, and marketing teams to make sure that all known customer issues were being addressed and responded to. Increased positive feedback in customer satisfaction surveys by 45%.*
- *Organized cross-departmental volunteer group for the annual City Streets Clean-Up drive.*
- *Joined the company Social Committee, organized quarterly awards celebrations and holiday parties. Researched locations, organized the budget, and scheduled communications for the annual Town Hall meeting and company party.*

Education

Depending on the industry, education sometimes isn't as important to employers as candidates often think it is. If you are looking for work as a doctor or lawyer, your education credentials matter a great deal. However, for other positions it will matter less. While most job ads out there will list some educational certification as a requirement for the role, education on a resume is one of the things that employers spend the least amount of time on. So, if you are not looking for work in an industry where education is key, while it is still important that your resume include your education – don't take up too much space on it.

List your highest level of education first. If you have a university degree or college diplomas or certifications, do not list your high school.

If you have very little work experience, make sure to highlight any courses, projects, or certifications that can be particularly relevant to the jobs you're targeting. Research and documentation, public speaking and presentations, writing and editing, teamwork and organization, many of these sought-after abilities are learned and practiced throughout your education.

For example:

As well as honing and practicing advanced research and writing skills, earning a Master's Degree in Art History has allowed me the opportunity to prepare numerous informative and entertaining presentations for large and diverse audiences.

A skilled communicator, I have a deep knowledge of many world cultures and traditions and fluency in English, French, and Spanish. I am also an expert-level user of Adobe Photoshop, Illustrator, Macromedia Flash, and Microsoft PowerPoint as well as the essential web and documentation tools.

Keywords

Before your application is seen by an actual person, it will be often be screened by an electronic screening software known as an Applicant Tracking System (ATS). These work by scanning resumes for keywords that match the qualifications in the job description. After scanning, the software then recommends to hiring managers which resumes seem most relevant – and therefore worth taking the time for a human recruiter to review. This helps employers filter applications and narrow down the pile. So, if you're missing the requisite keywords in your resume, your application could get the boot without ever being read.

Read job descriptions closely. What kinds of skills and experiences do employers seem to be looking for? Highlight your own credentials that most closely match those in the description for the job you're applying for. Pay particular attention to the language used in job postings.

Reading many job postings in your field will give you a good understanding of the industry terms used to describe the skill sets that companies are looking for. These terms also tend to be the same words that the Applicants Tracking Systems are looking for.

For example:

If you are looking for a great sales position, *solution selling*, *business development* and *account management* might be great keywords to use throughout your resume.

If you are looking for a management position, *leadership*, *team*, and *supervise* might be keywords you should consider for your resume.

Other relevant skills and accomplishments, and volunteer work

If you have other skills that you would like to call attention to, you can simply include a bulleted list of relevant abilities, software, languages, or certifications. Volunteer work is also good to include as employers like to see kindness and a community spirit in candidates and are statistically more likely to hire people who do volunteer work.

For example:

- *St. John Ambulance First Aid Certified*
- *Organize annual fundraiser for In The Street shelter – over \$50,000 in donations to date*
- *EAL certificate*
- *Native fluency in French and Arabic*

Dos and don'ts

Unless you are a graphic designer and your resume is a portfolio of your abilities, don't include illustrations or images in your resume.

Don't include "References available on request" – or actual references – in your resume. This is a waste of space and can make your document look dated. Employers assume you'll provide references if they ask for them.

Don't worry about keeping your resume to one page. (But also don't let it run on to five pages.) Two pages is fine, three is pushing it, but as long as the information you have provided is well-written, error-free, and relevant to the job at hand, employers will keep reading.

Do make good use of white space. Use bolded headers, short paragraphs and bulleted lists. You want your resume to be visually appealing to read and not a hard-to-scan dense block of text.

Don't list your personal interests and hobbies unless you know that they are particularly relevant to the job you're applying for – and would make you an asset to the team.

Remember, your resume is a marketing document. It isn't actually about you. It's about the needs of the employer for the job you want. Make it as relevant as possible to that person.

Need help getting started? You can download a basic Microsoft Word resume that you can use as a template from the online version of this article (<http://careers.workopolis.com/advice/how-to-write-a-resume-with-downloadable-template/>).

CHAPTER IV:

WRITING A COVER LETTER

Along with your resume, you must send a cover letter. This is a letter (usually an email) addressing a hiring manager that explains who you are and why you are applying for the job.

It's a necessary part of the application process, even though – and here's the weird part – it's probably never going to be read by anyone.

Why? Because, as we discussed in the previous section, most big companies use Applicant Tracking Systems (ATS) these days. These are software programs that screen resumes for relevant keywords before they are seen by human eyes, passing only those that meet qualifications on to the hiring manager. So, while it's often assumed – and was once actually true - that the cover letter is supposed to bridge any gaps between your resume and the role for which you're applying, that is no longer the case.

This is why, as we also discussed in the previous section, it is very important to customize your resume for every specific position, and to make sure you include the relevant keywords

Anyway, it's best not to dwell too much on the possibility that nobody is going to read your cover letter because you have to write it anyway. This is because someone might read it, and if they do it can make a big difference. So you have to write it as though everyone is going to read it – just in case.

All this stuff about screening software also means that if your cover letter does get read, it means you've already made it past the first round (the ATS). Now you want to seal the deal and land that interview. Therefore you want your letter to accomplish three things:

1. Introduce you as a person
2. Express your interest in the position
3. Impress someone enough to land an interview

You need to get your foot in that interview door. Once you do, you can impress the hiring manager with your personality, charm, knowledge and communications skills.

How do you write the cover letter? Here's a simple secret formula.

1. Start with a greeting:

There are many schools of thought on this but we're not fans of the often recommended method of jumping right in with your personal description like "Dear Mr. Smith. I am a sales professional with 15 years of experience..." One thing you should do, where possible, is find out

the name of the hiring manager and address the letter directly to them. If you don't know the name, "Hello," is fine.

You might start with something like:

"Dear Mr. Smith: I was excited to find your job posting for an account manager for CycleWorld on Workopolis because I am a big fan of active living and sportswear and a devoted user of your products."

(Skip that last bit if you have never used the company product and are not very familiar with it.)

2. Say who you are, what you do, why you want to do that particular job at that particular company, and why you are the best person for the job:

"As a salesperson with over 10 years of experience, I think I can state with confidence that you will not find another candidate more suited for this position. Not only because of my work history but because of my vast knowledge of and appreciation for the outdoors and sporting goods; and your bikes in particular – I ride a CW cycle every weekend on my distance ride."

3. Broadly cover your work history, but DO NOT JUST REHASH YOUR RESUME, as that will be too repetitive:

"As you will read in my attached resume, I have risen quickly through the ranks from entry level to managerial roles in the sporting goods industry and have excelled in each role."

4. Demonstrate how amazing you are by highlighting a triumph:

"In one of my most recent success stories, I was the top salesperson in my district for the entirety of 2014, selling \$900K of merchandise and increasing gross revenue in that area by 140%."

5. Where possible, show you are on top of current trends by addressing challenges in the industry:

"I am aware that CycleWorld has faced increased competition from cut-priced competitors recently but I am confident in my ability to convince buyers that paying more for quality is worth it."

6. Don't forget to talk about what you admire about the company:

"I admire your company's innovation and staying power in such a competitive industry, as well as your corporate social responsibility initiatives, including the annual Sick Children's Hospital drive. It would be a privilege to work for such a respected market leader."

8. Sign off with respectful enthusiasm:

“I would be thrilled for the opportunity to join your team, and would love to meet with you to discuss the value I can bring to your organization. Thank you so much for your time and consideration.”

Here’s the whole letter.

Good luck writing your own.

Dear Mr. Smith:

I was excited to find your job posting for an account manager for CycleWorld on Workopolis because I am a big fan of active living and sportswear and a devoted user of your products.

As a salesperson with over 10 years of experience, I think I can state with confidence that you will not find another candidate more suited for this position. Not only because of my work history but because of my vast knowledge of and appreciation for the outdoors and sporting goods; and your bikes in particular – I ride a CW cycle every weekend on my distance ride.

As you will read in my attached resume, I have risen through the ranks from entry level to managerial roles in the sporting goods industry and have excelled in each role.

In one of my most recent success stories, I was the top salesperson in my district for the entirety of 2014, selling \$900K of merchandise and increasing gross revenue in that area by 140%.

I am aware that CycleWorld has faced increased competition from cut-priced competitors recently but I am confident in my ability to convince buyers that paying more for quality is worth it.

I admire your company’s innovation and staying power in such a competitive industry, as well as your corporate social responsibility initiatives, including the annual Sick Children’s Hospital drive. It would be a privilege to work for such a respected market leader

I would be thrilled for the opportunity to join your team, and would love to meet with you to discuss the value I can bring to your organization. Thank you so much for your time and consideration.

Jennifer Lamour

CHAPTER V:

BUILDING YOUR NETWORK

One of the greatest challenges newcomers to Canada often face is the lack of a personal and professional network. A network is extremely important when it comes to getting a job because a large percent – some estimates say as many as 80% - of available jobs go unadvertised. You need to know people in order to access those jobs. If people know, like, and respect you, they will readily recommend you for a job they think you're suited for. But they have to know you first.

So, when you are a newcomer and you don't know anyone, this can seem like a big hurdle. But don't despair. Your network may already be larger than you think. Some people think that a network has to be made up of people in your same industry to be of any professional use. But you know that lawyers, doctors, office managers, and computer programmers all know people who don't do the same job as them, right? Anyone you know might know someone who is hiring, and looking for someone just like *you* at any given time. You just need to get to know people - *all kinds* of people. By doing so, you dramatically increase your chances of getting a great job.

Here are some tips on how to build your network and how to use it as a resource:

1. Remember that your network is everyone you know. That means not just the people who are in the same industry as you. Connections you already had when you came here, the people you met through a settlement organization, everyone you have met since, these people are your network. This includes your family and neighbours, your children's teachers, the people at your local grocery store, whoever you know.

2. Be friendly with everyone you meet and show an interest in them. Smile, be nice, be kind, ask people about themselves. Listen when they talk. Ask them out for coffee. Make friends. Does this seem too easy? Maybe it's just easy enough.

3. Be helpful. If someone needs a favour, and you are able to do it for them, do it. Even better if you are able to help them in a professional capacity and showcase your abilities. This doesn't mean you should let people take advantage of you. You have to know when to say no as well. But doing nice things for people often means they will do nice things for you in return, like recommend you to a friend who is looking to hire someone, or realize they need to hire you themselves.

4. Let everyone know that you are looking for work. This DOES NOT mean constantly asking people if they can find you a job or hire you. Nor does it mean always talking about your need to find work. It means letting everyone know you are on the job market and reminding them from time to time. The rest of the time, talk about other things. You don't want people to think you're boring, or to make them feel guilty every time they see you if they can't help you.

5. Make friends online. Social networking is a great way to meet people. I know many people who have found jobs through friends that they have made on Twitter and Facebook. Whatever

social platform you use, use it to interact with people in your industry. Follow industry leaders and others and have online conversations with them. Be friendly and polite, and answer questions to showcase your knowledge if the opportunity arises. Again, don't just talk about work, but just be mindful of making your knowledge available if it is needed. Be careful, however, and **don't meet anyone in person without thoroughly researching who they are and whether they are who they say they are.**

6. Maintain a LinkedIn profile. LinkedIn is a good place to find job postings and to make professional connections. But perhaps more important, it's also the first place a potential employer will look you up if they have read your resume and are considering calling you in for an interview. According to our own research at Workopolis, 63% of hiring managers are looking at your social media presence and 91% of those are looking for you on LinkedIn. If you're not there, you are most likely missing out on good opportunities. Many newcomers don't realize the importance of LinkedIn in Canada. You must sign up for it and use it.

7. Volunteer. Giving your time for free might not seem like the ideal or easiest way to spend it right now. As a newcomer to a country you might already be facing challenges and time constraints, working for free might sound like a crazy or impossible idea put forth by someone who has no understanding of your current situation. But volunteering is a great way to meet people and build your network. It's also a great way to practice your language skills and gain some Canadian experience. And research conducted by Workopolis has shown that employers are more likely to hire candidates who list community or charity work in their social media profiles. An excellent source for volunteer opportunities is Charity Village (<http://charityvillage.com/>).

8. Stay in touch. You have to maintain contact with people in order to be able to call them friends or acquaintances. This means sending messages from time to time asking people how they're doing and seeing if they want to catch up over lunch or a cup of coffee. While this might seem like an obvious thing to do for some people, for others, we get so caught up in our lives and day-to-day activities that we forget to reach out and remind people that we are out there. And it's never a good idea to contact someone you never speak to just to ask them for help. It makes them think you're selfish. A simple "hello" now and then can be enough to keep the relationship alive.

Remember that if anyone is able to help you, it's always a good idea to return the favour. Do these things to create and maintain your network and you will be one step closer to a good job and, from there, further career advancement.

CHAPTER VI:

YOUR LINKEDIN PROFILE

If you're looking for a job or are hoping to one day move into a different job from the one you have now, you should be on the professional networking website LinkedIn (<https://www.linkedin.com/>).

Many people don't understand the value of LinkedIn. It can be a bit of a pain to deal with – the site sends a lot of spammy, unwanted emails, and charges money for certain features, and by using it you open the door to recruiters offering jobs you don't want, and even scammers. This last thing is one reason why you should never meet with anyone without thoroughly researching them on and off the site, and never *ever* provide any of your personal information to anyone you don't personally know, even if they are a LinkedIn “connection.”

But LinkedIn can be valuable when used correctly. People do find good jobs through the site.

Also, as we mentioned in the previous section, according to our own research at Workopolis, 63% of hiring managers are looking at your social media presence and 91% of those are looking for you on LinkedIn. If you're not there, you are potentially missing out on good opportunities. Yes, some features on LinkedIn cost money, but you don't necessarily have to use them.

You should at least create a profile that employers can look up. Filling out a profile is fairly simple. Here's how to do that and to make the most of it.

Have a great headline. Say what you do, then catch the eye by making it exciting. The headline is the first thing people see on your profile. It's valuable real estate. Don't waste it. Don't get cute, though, since you need to use keywords people actually search for. Some people will call themselves names like “rock stars” or “gurus.” This is a bad idea. Not only is it a cliché, but it doesn't say what you actually do. So, instead of being a “marketing rock star,” you might be a “Marketing manager who makes household names out of unknown brands.”

Craft a summary that *sells you*. Imagine the job you want and ask yourself what the person hiring for that job will be looking for. Pull the skills and experience you have and put it all into that package. One thing to remember is to talk about what you can do for an organization rather than what you want to get out of an organization. It doesn't matter what you need but what you can provide. Never make the job search about you. Always make it about the other person. Don't say you're looking for a job where you can use your creativity and advance your career, in other words. Here is a good one belonging to someone we know:

An experienced manager who thrives on managing teams through complex projects. I am passionate about using technology to build great products. Friends and colleagues know me for my creativity, empathy, adaptability, and eye for design, complemented by my ability to organize and execute. I'm logical by nature and analytical by training, with an engineering degree from Queen's University and an MBA from Rotman. I will solve your business problems on time, and on budget.

Use a great, professional picture. Even though it is frowned upon to have a picture in your resume, one is expected to have one on LinkedIn. Have a professional head shot taken if you must or ask one of your friends to snap a picture of you. Be well groomed and dressed. LinkedIn is not the place for a beach picture, a party picture, or an old picture of you with an ex-boyfriend or -girlfriend cropped out of it.

Use keywords. Just like in your resume, keywords matter on LinkedIn. Look at postings for jobs that interest you and find common keywords. This article (<https://www.themuse.com/advice/the-31-best-linkedin-profile-tips-for-job-seekers>), which also features more tips for LinkedIn, suggests you copy and paste the descriptions into a word cloud generator like Wordle (<http://www.wordle.net/>) and see what comes up the biggest, then use those words because they are what employers will be looking for themselves. This is a great idea.

List your accomplishments. When listing your work experience, just like we would advise you to do in your resume, talk about what you have achieved. If you increased sales by 500% at your last job, say so. Stay away from some common resume terms you might see like “duties included” or “responsibilities included.” Instead, talk about what you “increased,” “implemented,” “handled,” “led,” or “generated.”

List your volunteer experience. As we mentioned earlier, research conducted by Workopolis has shown that employers are more likely to hire candidates who list community or charity work in their social media profiles. And, according to a 2013 report by the Corporation for National & Community Service, volunteers were 27% more likely to be hired than non-volunteers. And if you don't have Canadian experience and your volunteer experience is in Canada, that will be useful to you.

Get recommendations. Recommendations show that the people you have worked with in the past think you're great and would work with you again. Ask your former employers and coworkers to write something about you highlighting your strengths.

Make connections. Add the people you know but also reach out to people you want to know. One common tip we've seen is to customize the invitation. LinkedIn gives you a template that says “I'd like to add you to my professional network on LinkedIn.” People recommend that you personalize this and explain why you're reaching out. Note that LinkedIn usually makes you check off how you know someone from a multiple choice list and will not allow you to send a connection request if you click the box saying you do not know them. I get around this by clicking the “friend” box. This isn't the best option but I think people are accustomed to it. You can also request introductions from people already in your network.

Be active. It's not like Twitter, so you don't want to give everyone a play by play of your daily activities along with cat pictures and bad jokes. But do post updates from time to time. Share interesting articles about your industry and comment on other people's posts. Only make positive comments. Don't argue. And make your presence known in a good way. We're not fans of LinkedIn groups – we find they just tend to generate spam emails and are otherwise totally useless – but others recommend joining them, so you can make your own decisions there.

Some features on LinkedIn are only offered with a Premium (paid) account. You can decide what is best for you.

CHAPTER VII:

THE BASICS OF THE JOB INTERVIEW

If you are called in for a job interview, this means the potential employer has read your application materials and decided you might be a good fit for the job. So, once you get this far, you're already a good part of the way there.

Here are some tips on how to ace the interview and land the job.

Research the company: Our own internal research repeatedly shows that employers and hiring managers want candidates to research the company before the interview and that most candidates do not do this. Do your research and you greatly increase your chance of getting hired. This means knowing what the company does and the details of the jobs for which you're applying. Some other things you can try to find out include:

- The company's mission and values
- What the company culture is like
- Who their management team is
- Who their competition is
- Who their clients are
- How they reach their market

Some ways to find this out include:

- The company website
- Company social media accounts
- Glassdoor – this is a site which compiles employee reviews of and other information about organizations. (<https://www.glassdoor.ca/index.htm>)
- Corporate blog
- The news

Dress professionally and be well groomed. Dressing professionally may mean different things in different industries. If you're not sure, it's best to err on the side of formality and wear a suit or a conservative outfit. Make sure you're clean and neat. Some might think this advice is obvious but we know that not everyone pays attention to it. Make sure your breath is fresh! Brush your teeth and don't overdose on cologne or perfume. And don't smoke beforehand.

Be on time or a bit early. Don't be late for the job interview. Don't be too early either. Five or ten minutes early is fine. Make sure you know exactly where you're going so you don't get lost on the way (and wind up being late).

Bring a copy of your resume. Bring a printed copy of your resume and of any other documents that might be required.

Be friendly to everyone you meet. Be nice to everyone, including the security personnel, the receptionist, and the person who lets the door close in your face while you're entering the building. You never know who is watching or who knows who – the guy you snap at because he's in your way might be the guy you're interviewing with. Also, it's just better to be nice.

Offer a firm handshake. Don't give a limp handshake or grasp someone's hand so hard you will hurt them if that have arthritis. Be firm and assured.

Smile and make eye contact. Smile! You need to convey that you are friendly and likeable. Making eye contact shows that you are interested and alert. Don't *stare* into the person's eyes though. Just make sure to look them in the eye from time to time.

Prepare to answer the following questions. If you are a newcomer, you might be asked some different questions from what is asked in the usual job interview – about your language skills, perhaps, or pertaining to Canadian experience. Here, however, are a few (not all) of the questions most commonly asked in job interviews.

Tell me about yourself - Just about every job interview starts with a version of this question. Don't talk about how much you love cats (unless you're applying for a job at a veterinarian clinic). Talk about how your professional interests make you the right candidate for the role.

What makes you interested in this job? – Don't say you need the money. Employers are more impressed with candidates who are passionate about working for them specifically than with someone who is just looking for a new gig. Explain what you think is great about the company or the role, and how the job excites you.

What do you know about our company? - Again, companies prefer candidates who want to work for them, so they look for candidates who have done their research. Talk about the company's brand, mission, products or services and how you'd like to contribute.

What would you say your greatest strengths are? - This seems like an easy question – you know what you're good at right? But don't take this question strictly at face value. Read the job description carefully, and describe an ability of yours that would lend itself to being particularly successful on the job. Just make sure that they're true strengths. You don't want to claim to be good at something you don't actually know how to do.

What do you think are your biggest weaknesses? - It feels like a trap. If you answer honestly, you're admitting to something that could potentially turn off an employer. If

you say “I have no weaknesses. I am perfect,” the employer will know you are either a liar or totally lacking in self-awareness. You have to say something. Think of an actual weakness, something that isn’t an essential requirement for the job, and explain how you became aware of it and are working on improving upon it. This shows that you are reflective, willing to learn, and striving to get better. Don’t say you’re a workaholic or a perfectionist. Everyone says that.

Tell me about a challenging situation you encountered at work and how you handled it? - It’s easy to seem positive and confident when everything is going well. With this question, the employer wants to know how you measure up when things get challenging. Talk about a conflict or setback at work, how you dealt with it professionally, and what you learned from it.

Where do you see yourself in five years? - Depending on the role and the level of the job, you don’t have to pretend that you want to still be in it in five years. Most people want to grow in their careers, and five years has become a long time to stay in one position. Instead explain how the job is the right move for your career growth at this time – and how your excelling at it would make both you and the employer more successful. Show how what you can accomplish, demonstrate and learn in this job takes you closer to where you want to go.

Why should we hire you? - This is an easy one. It’s not a trick question – employers are offering you the chance to sell yourself. Simply explain why you are enthusiastic for the job and how the accomplishments you’ve achieved in the past demonstrate your ability to be great at it. Be confident, but not cocky. Don’t say, “Because I need the job.”

Do you have any questions for me? - This is your chance to take control of the interview. You can often convey your competence and confidence to an employer more impressively with the questions you ask than the ones you answer. Asking smart questions can demonstrate that you have some knowledge of the industry, and that you’re already thinking about how you can contribute to it. Don’t say, “No.” And don’t ask questions such as, “how much does it pay?”; “how soon am I eligible for vacation time?”; or “how long does it usually take to get promoted?”

Prepare stories. For some of the above questions, you will have to have a story ready, such as one about a time you dealt a challenging situation. Make sure you have these stories prepared so you don’t get stuck with nothing to say.

Get the email addresses of everyone you interview with. If you are able, obtain contact information for each person you meet with.

Follow up with a thank-you note. Send a thank-you note afterwards, later that same day. Thank the people who met with you for taking the time to meet with you, and reiterate your interest in the position and why you are a great fit for the job. Keep it short.

Then you wait. If you hear nothing for a week or two, **follow up again in an email**. Keep that follow up short as well. Just say you were really excited about the job and are hoping that there has been some development. Then leave it. Many employers are very rude and will not let you know that you didn't get the job. You will never hear from them again. If three weeks passes, you can probably assume this is the case. Move on and keep applying until you are hired.

If you don't get the first few job, don't get discouraged. Everyone gets rejected and it's always difficult. Eventually, someone will say "Yes! You are exactly what I need!"

Section 2

EMPLOYMENT RESOURCES ACROSS CANADA

In the following pages we feature lists of resources for refugees, immigrants, and newcomers to Canada who are seeking employment. Please note that this is not a list of *every* available resource out there, and we encourage you to also look around on your own and see what you can find.

These resources are for employment-related services that may include credential assessment, skills and language training, and general employment programs and services.

The lists include Canada-wide resources as well as lists by province, and some online resources that may also be valuable.

Please note that we have not personally checked out all these places and cannot guarantee their products or services. We have included many settlement organizations that offer employment programs and services, but we do not always know the size or extent of these programs. Call, email, reach out and ask. Hopefully among these lists you will find the help you need to be successful.

If you have a valuable resource to add to the lists, please let us know. Also please let us know if any of this information is out of date or if any of these organizations do not do what they claim to do. Contact us at advice@workopolis.com

CANADA-WIDE RESOURCES

These lists of by-province employment-related resources for newcomers to Canada are not exhaustive and we encourage you to also do your own research. The resources on the Government of Canada website cover all aspects of settlement, while these lists are employment focused.

*For more information, here is a map of settlement services across Canada:
<http://www.cic.gc.ca/english/newcomers/map/services.asp>*

Engineers Canada

<http://www.engineerscanada.ca/>

Engineers Canada is the national organization of the provincial and territorial associations that regulate the practice of engineering in Canada and license the country's 280,000 members of the engineering profession. While Engineers Canada is not an employment or settlement agency, according to its website, they will help direct international engineering graduates to resources that can help them join Canada's engineering profession.

Immigrant Access Fund (IAF)

<http://www.iafcanada.org/>

The IAF supports newcomers who arrive in Canada already equipped with excellent professional skills and knowledge but face significant barriers to employment. IAF provides micro loans of up to \$10,000 to internationally trained immigrants so they can obtain the Canadian licensing or training they need to work in their field. The loan can pay for exams, training, qualification assessments, professional association fees, books and course materials, living allowance and other expenses related to obtaining the required Canadian licensing.

Planning to Work in Canada: an essential workbook for newcomers

<http://www.cic.gc.ca/english/pdf/pub/workbook-national.pdf>

This is a workbook created by the Government of Canada that walks people through the steps of settling in Canada, finding housing, improving their language skills, and finding a job. The job-finding section includes information on subjects like work-related documents, and education and academic credentials.

YMCA

<http://www.ymca.ca/>

YMCA locations across Canada – of which there are many - offer a variety of services that may be of some use. Seek out your local YMCA and see if there are resources available to you.

BRITISH COLUMBIA

These lists of by-province employment-related resources for newcomers to Canada are not exhaustive and we encourage you to also do your own research. The resources on the Government of Canada website cover all aspects of settlement, while these lists are employment focused.

For more information, here is a map of settlement services across British Columbia: <http://www.cic.gc.ca/english/newcomers/map/bc.asp>

Back In Motion - Skills Connect for Immigrants Program

<http://www.skillsconnect.ca/>

Part of the Welcome BC umbrella of services, The Skills Connect for Immigrants Program aims to help newcomers to British Columbia move into careers that match their experience and background. With various locations across British Columbia, Skills Connect helps new immigrants who have been in Canada for 5 years or fewer, who are unemployed or currently employed in a job outside their field of experience and who have intermediate or advanced English language skills. Free services include career assessment and planning, skills upgrading, job leads and employment opportunities, and communication workshops.

Central Vancouver Island Multicultural Society

<http://www.cvims.org/>

CVIMS helps newcomers with employment and career counselling, workshops, and a Skills Connect for Immigrants Program.

Immigrant Services Society of BC (ISSofBC)

<http://issbc.org/>

ISSofBC “provides several services to help you start and grow your career, including job search assistance, training, language education, and mentoring from professionals in your field.” ISSofBC also offers workshops and programs, including the Job Readiness Program for Participants facing Multiple Barriers, a 10-week program for Job Success in Vancouver that includes job search workshops, workplace skills training, connection with employers, mentor matching, and more.

ISSofBC also offers the free Skills Now program for people looking for employment in retail or administration.

Inter Cultural Association of Greater Victoria

<http://www.icavictoria.org/>

The Inter Cultural Association offers a WorkBC Centre where newcomers can get assistance with finding job postings, filling out online applications, and creating resumes and cover letters. Also offers an onsite resource center with in person support.

The Job Shop/Creative Employment Access Society

<http://ceas.ca/>

Located in Courtenay BC, Creative Employment Access Society (CEAS) delivers employment programs and services under the name “the Job Shop.” Offers a job board, workshops, and an onsite self-service centre for job seekers.

Language Instruction Support and Training Network (LISTN)

www.listn.info

LISTN provides a list of LINC schools in BC and a few other resources.

MentorConnect

<http://www.iecbc.ca/our-initiatives/mentorconnect>

A program of the Immigrant Employment Council of BC, The MentorConnect program brings together skilled immigrants and established professionals in occupation-specific mentoring relationships.

MOSAIC BC

<http://www.mosaicbc.com/>

MOSAIC is a “multilingual non-profit organization dedicated to addressing issues that affect immigrants and refugees in the course of their settlement and integration into Canadian society.” MOSAIC provides services in a variety of languages and can help those who are having difficulty finding work or ongoing employment. These include a drop-in resource centre; one-on-one services with case managers who can help with résumés, cover letters, job search techniques, and interview preparation; and a variety of workshops.

Planning to Work in British Columbia, Canada: an essential workbook for newcomers

<http://www.cic.gc.ca/english/pdf/pub/workbook-national.pdf>

There is a BC specific version of the Planning to Work in Canada workbook created by the Government of Canada that walks people through the steps of settling in Canada, finding

housing, improving their language skills, and finding a job. The job-finding section includes information on subjects like work-related documents, and education and academic credentials.

The workbook was created for internationally trained individuals who are considering moving to Canada or who have recently arrived.

Success BC

<http://www.successbc.ca/>

S.U.C.C.E.S.S. is one of the largest social service agencies in British Columbia. S.U.C.C.E.S.S. Employment Services (SES) is a “culturally diverse service team providing career development guidance services to support all job seekers.”

One program is the Active Career Advancement Project (ACAP), which aims to tackle “the lack of career advancement exploration for internationally trained professionals by providing services that help underutilized immigrants transition into careers related to their expertise.”

Welcome BC

<http://www.welcomebc.ca/home.aspx>

From the Government of British Columbia, WelcomeBC.ca helps new British Columbians settle, and gain employment.

The Work in B.C. section is designed to help people understand what is required to find work in British Columbia and provide you with “a set of steps that you can take to find and get the job you want.”

Work BC

<https://www.workbc.ca/>

Work BC is “the provincial government's access point to the world of work in British Columbia.” The goal is “to help all British Columbians to successfully navigate B.C.’s labour market.” The website offers practical information as well as a comprehensive database of B.C. job postings, an interactive map of WorkBC Employment Services Centres across the province, and live chat support. Many of the immigrant services centres in towns across the province identify as Work BC Employment Services Centres.

ALBERTA

These lists of by-province employment-related resources for newcomers to Canada are not exhaustive and we encourage you to also do your own research. The resources on the Government of Canada website cover all aspects of settlement, while these lists are employment focused.

For more information, here is a map of settlement services across Alberta:
<http://www.cic.gc.ca/english/newcomers/map/alberta.asp>

Alberta Human Services

<http://humanservices.alberta.ca/>

A resource of the Government of Alberta, this website features lists of career and employment services by region in Alberta. The site also says, “We offer employment, training and career services at our 53 Alberta Works Centres located throughout the province.”

Alberta International Medical Graduates Association (AIMGA)

<http://aimga.ca/>

AIMGA consists of doctors who have been trained or educated in countries other than Canada. “It also includes individuals and organizations interested in the various challenges facing International Medical Graduates in Alberta.”

Bredin Centre for Learning

<http://www.bredin.ca/>

The Bredin Centre for Learning in locations across Alberta provides employment training and development programs, which include job search workshops, resume help, interview prep, and networking.

Calgary Catholic Immigration Society (CCIS)

<https://www.ccisab.ca/services/services-for/professionals-job-seekers>

CCIS is a non-profit organization providing settlement and integration services to all immigrants and refugees in Southern Alberta. The employment section of the website features a wide variety of services and programs, including skills-specific and communication courses, language classes, and mentor matching.

Calgary Alberta Immigrant Women’s Association (CAIWA)

<http://www.caiwa.ca/index.html>

CAIWA offers a number of computer skills development classes where immigrant women and their families can learn basic computer skills. According to the website, “CAIWA provides a friendly classroom atmosphere that offers one to one tutoring designed to minimize language barriers. The ultimate objective of this program is to help new immigrants achieve their full potential by eliminating a significant barrier to their success, both in the workplace and community at large. This program improves immigrant women and their family’s employment opportunities and helps them learn new skills.”

Calgary Immigrant Educational Society (CIES)

<http://www.immigrant-education.ca/>

CIES is a non-profit organization devoted to assisting immigrants and low income Canadians through various levels of language, employment, computer, settlement, and training programs. Programs include language classes (on and off site) and employment skills development to help people develop “the fundamental skills needed for the Canadian job market, as well as keep up in the ever-changing world.”

Calgary Region Immigrant Employment Council (CRIEC)

<http://criec.ca/>

CRIEC is a not-for-profit organization that seeks to help people find successful employment outcomes.

From the website: “If you are an immigrant with international training and are seeking guidance and networking opportunities to find employment in Calgary, we are here to assist you! Whether you’re an engineer from India, an IT expert from Peru, a lawyer from Britain, or from another employment background in any country, we want to hear from you. We will find the strategy best suited to you based on your professional level and background, skills, knowledge of the Canadian working environment and professional aspirations.”

Centre for Newcomers

<http://centrefornewcomers.ca/>

The Centre for Newcomers connects business, organizations, and newcomers in Calgary. Offers career development and job search programs, including help with resume, interview, cover letter, networking, and job search strategies.

Edmonton Region Immigrant Employment Council (ERIEC)

<http://eriec.ca/>

ERIEC is a not-for-profit organization in Edmonton that provides programs and services to help immigrants become integrated into the Edmonton regional labour market. Programs include networking and mentor matching. Website features lists of language classes, credential assessment, and career services resources.

Immigrant Services Calgary

<http://www.immigrantservicescalgary.ca/>

Immigrant Services Calgary provides a variety of settlement services to newcomers, including language, employment, and career support. Workshops are offered in subjects including career planning, job search strategies, resume writing, and interview skills.

Making Changes

<http://www.makingchangesassociation.ca/>

Making Changes' Employment & Life Skills Program helps with a variety of career and job search-related issues such as skills identification and development, language development, foreign qualifications, and education about the Canadian workplace. The program is open to all immigrant women who wish to plan and prepare for their future in Canada, free of charge. Free childcare is provided to participants with children 6 months – 6 years old.

SASKATCHEWAN

These lists of by-province employment-related resources for newcomers to Canada are not exhaustive and we encourage you to also do your own research. The resources on the Government of Canada website cover all aspects of settlement, while these lists are employment focused.

*For more information, here is a map of settlement services across Saskatchewan:
<http://www.cic.gc.ca/english/newcomers/map/sask.asp>*

Conseil Économique et Coopératif de la Saskatchewan (CÉCS)

<http://cecs-sk.ca/en/>

The CÉCS is “the voice for economic development in the francophone community,” in Saskatchewan and it offers a range of programs and services including job fairs and micro loans for small businesses.

Global Gathering Place

<http://globalgatheringplace.com/welcome/>

Global Gathering Place provides settlement support for newcomers to Saskatoon. Offers drop in information sessions on topics including employment and provides skills building sessions on employment and computers.

International Women of Saskatoon (IWS)

<http://internationalwomenofsaskatoon.org/>

The IWS is a not-for-profit women’s organization dedicated to improving the status of immigrant and refugee women and their families in the Saskatoon area. The IWS offers settlement and integration support and employment services, including programs in computer literacy and job skills.

Language Assessment and Referral Centre (LARC)

http://larcsaskatoon.org/?page_id=30

LARC Saskatoon is the centralized federal English language assessment centre in Saskatchewan which is authorized to conduct screening to determine eligibility for federally funded language programs and present clients with options for federal language training (LINC) programs.

Moosejaw Multicultural Council

<http://www.mjmcinc.ca/index.php>

The Moose Jaw Multicultural Council welcomes and integrates newcomers to Moose Jaw. They offer a Career & Employment Preparation program in which participants attend a 12-week course, which provides a basis for successful integration into the labour market. The course includes education on skills development, Canadian workplace culture, resume creation, and job search skills. The Moose Jaw Multicultural Council also works in partnership with the Saskatchewan Ministry of Economy (Labour Market Services) to offer local employers the opportunity to hire new Canadians looking for local work.

Newcomer Information Centre (NIC) Saskatoon

<http://www.nicstoon.org/>

The Newcomer Information Centre is a walk-in, self-service centre for immigrants and refugees seeking information and support to successfully settle in Saskatoon. The NIC can provide referrals to and information about employment services, community programs, and other resources.

Regina Newcomer Welcome Centre

<http://reginaneucomercentre.ca/services>

Regina Newcomer Welcome Centre is a settlement support centre that offers help with all aspects of settlement including language assessment and employment.

Regional Newcomer Gateways

<http://www.economy.gov.sk.ca/immigration/immigration-gateways>

This is a list on the Government of Saskatchewan website of welcome centres in Saskatchewan regions (some but not all are also listed here). These centres can help newcomers with language assessment and access to the labour market.

Regina Open Door Society

<http://rods.sk.ca/>

The Regina Open Door Society is a centre providing welcome and support to immigrants and refugees to Regina. Their employment services offer language and skills programs, and career and job search support.

Saskatoon Open Door Society

<http://www.sods.sk.ca/Home.aspx>

The Saskatoon Open Door Society is a centre providing welcome and support to immigrants and refugees to Saskatoon. Their employment services offer language and skills programs, and career and job search support.

MANITOBA

These lists of by-province employment-related resources for newcomers to Canada are not exhaustive and we encourage you to also do your own research. The resources on the Government of Canada website cover all aspects of settlement, while these lists are employment focused.

For more information, here is a map of settlement services across Manitoba: <http://www.cic.gc.ca/english/newcomers/map/manitoba.asp>

Canadian Culture and Communication for Nurses

<https://cccn.manitobanurses.ca/>

Canadian Culture and Communication for Nurses is a free program offered through both onsite and online options. The program is designed to help internationally-educated nurses in Manitoba gain communication and cultural skills needed to enter and integrate successfully into the Nursing workplace in Canada.

Edge Skills Centre

<http://www.edgeinc.ca/>

The Edge Skills Centre provides employment, language and literacy programs for people in Winnipeg, including immigrants and refugees. The career program includes essential skills, employment training, and computer skills training.

Elmwood Community Resource Centre

<http://elmwoodcrc.ca/>

Located in Elmwood, Manitoba the Community Resource Centre offers support and information to newcomers. A settlement worker “provides support by connecting newcomers with information, programs and services in the community. They also conduct one-on-one visits, helping with employment, and providing integration skill workshops.”

English Online

<http://myenglishonline.ca/>

English Online is a not-for-profit organization that provides free, online learning options for newcomers to Manitoba. Services go beyond English language instruction to include settlement and workplace integration support. The programs are designed to address newcomers’ unique needs.

Enhanced English

<http://www.eese.ca/>

Enhanced English Skills for Employment serves immigrants who have education and experience in professions and skilled occupations in business, management, or trades. Offers courses and workshops to help reduce language and cultural barriers in the workplace.

Immigrate Manitoba

<http://www.immigratemanitoba.com/opportunities-for-immigrants-in-manitoba-mnpn/opportunities-in-manitoba/regulated-professions-and-trades/>

Here you will find information on credential assessment and a list of some of the regulated professions in the province of Manitoba.

Immigrant Centre Manitoba

<http://icmanitoba.com/>

Immigrant Centre Manitoba's vision is "To be Manitoba's community leader in providing Immigrant Settlement Services for newcomers to connect, integrate, and fully participate in Canadian society." Among their employment services are career assessment and planning, resume help, job interview prep, and preparation for the Canadian workplace.

International Centre

<http://international-centre.ca/>

The International Centre of Winnipeg is a not-for-profit agency that provides a range of services and programs to support and facilitate the integration of immigrants to Winnipeg. Employment services include career assessment and planning, job search and resume help, referrals to relevant programs, job prep workshops, and more.

Manitoba Start

<http://manitobastart.com/index.html>

Manitoba Start, located in Winnipeg, connects people to settlement, orientation, language, and employment services. Manitoba Start helps newcomers with employment workshops, personalized career coaching, resume development, job search assistance, and networking opportunities.

Newcomers Employment and Education Development Services (N.E.E.D.S.)

<http://www.needsinc.ca/>

Newcomers Employment and Education Development Services (N.E.E.D.S.) Inc., is a non-profit in Winnipeg providing accessible services and support to immigrant and refugee children and youth and their families. According to the website, “Our goal is to enhance the integration of immigrant and refugee youth into Canadian society by providing employment, education and social programs to develop life skills.”

SEED

<http://seedwinnipeg.ca/>

SEED is Winnipeg non-profit geared toward economic development that offers a variety of programs including language and business development services. The business development services are designed to help low-income individuals and groups develop and expand small business enterprises and co-ops in Winnipeg. The programs include Business & Enterprise Support & Training, Business Development Workshops, and “Recognition Counts.” This last is “a two-year pilot program that provides accessible, low interest loans to assist skilled immigrants to Manitoba with qualification recognition, upgrading and/or training needed for employment in the fields for which they have education and experience obtained outside of Canada. The program serves individuals in regulated and non-regulated professions and trades and is funded by the governments of Canada and Manitoba.”

Success Skills Centre

<http://www.successskills.mb.ca/>

Funded by Citizenship and Immigration Canada, the Success Skills Centre is an employment, career assistance, and training resource centre for internationally educated professionals and skilled workers in Manitoba. The Centre offers specialized services geared toward “those who want to continue their home country careers in Canada, sooner rather than later, and to have their international education, skills, and past work experience recognized in the Canadian job market.” Services include resume help, job interview prep, mentorship and job matching, and skills development.

WELARC

<http://www.welarc.net/>

WELARC is Winnipeg's centralized language assessment office funded by Citizenship and Immigration Canada. WELARC provides a test for placement into English classes.

ONTARIO

These lists of by-province employment-related resources for newcomers to Canada are not exhaustive and we encourage you to also do your own research. The resources on the Government of Canada website cover all aspects of settlement, while these lists are employment focused.

*For more information, here is a map of settlement services across Ontario:
<http://www.cic.gc.ca/english/newcomers/map/ontario.asp>*

ACCES Employment

<http://www.accesemployment.ca/>

ACCES Employment connects job seekers and employers in the Greater Toronto Area (GTA), and offers a range of employment services including mentoring programs, job search workshops, communications skills training, and skills-specific programs in areas such as engineering, financial services, information technology, sales and marketing, and entrepreneurship. Acces is a not-for-profit offering its employment programs and services free of charge. However, some sector-specific programs have a fee that is eligible for financial reimbursement through an Ontario government bursary.

Adult Language and Learning Centres

<http://adulthoodlanguageandlearning.ca/>

Adult Language and Learning Centres provide programs free of cost to those who qualify in the Chatham-Kent area. Programs include Language classes and “pre-employment” workshops.

Arab Community Centre of Toronto

<http://www.arabcommunitycentre.com/home/>

The Arab Community Centre offers settlement assistance in Toronto. The Centre’s Job Search Workshop (JSW) assists newcomers in finding employment, and the Centre offers one-on-one assessments, individualized action plans for success in Canada, connections to community organizations and resources to assist with settlement and employment needs, and pre-employment workshops.

AYCE (Tropicana) Employment Services

<http://tropicanaemployment.ca/>

A not-for-profit located at the boundary of Scarborough and North York, AYCE provides services and programs for newcomers in more than 15 languages. The Newcomer Program offers training workshops, one-on-one pre-employment counselling, and job placements.

Brampton Multicultural Community Centre

<http://www.bmccentre.com/>

Brampton Multicultural Community Centre assists newcomers to the Brampton area with settlement needs. The “Employment Related Services program” helps with job search, resume preparation, interview techniques, volunteer placement, and networking, among other things.

Canadian Centre for Victims of Torture (CCVT)

<http://www.ccvvt.org/>

CCVT's settlement services include orientation, interpretation, translation, counselling, employment-related programs, and resource referral. The Language and Skills Training programs are geared specifically toward the needs of those suffering the after effects of torture. These include language classes, conversation and citizenship classes, individual tutoring, and skills development courses such as computer and office administration training.

Canadian Ukrainian Immigrant Aid Society

<http://www.cuias.org/>

A not-for-profit organization that assists Ukrainian newcomers to settle in the Greater Toronto Area (GTA). Employment related services include assistance with resume and job interview preparation, career planning, and job search.

Catholic Centre for Immigrants (CCI) Ottawa

<http://cciottawa.ca/>

The CCI assists newcomers to Ottawa with all settlement needs including employment services and programs. Among these are the Career Transitions Program for International Medical Doctors (IMDs), which is “a comprehensive employment preparation program which provides focused training for unemployed or under-employed IMDs in their efforts to gain employment in non-regulated health care-related roles.”

<http://cciottawa.ca/services/career-transitions/>

Catholic Crosscultural Services (CCS)

<http://www.cathcrosscultural.org/index.html>

CCS is a non-profit agency providing settlement assistance to newcomers in the Scarborough and Peel regions. Employment-related services include career guidance and planning, job search help, networking, interview prep, and more. For internationally trained health professionals, there is also targeted employment training which includes a volunteer placement (Scarborough only).

Consortium of Agencies Serving Internationally Trained Persons (CASIP)

<http://www.casip.ca/index.php>

CASIP is a group of agencies and colleges who deliver employment and training services to skilled immigrant job seekers and to employers in the Greater Toronto Area (GTA). CASIP member agencies provide skilled immigrants with free job placement services, access to jobs across the GTA, job search support, bridging programs, language training, mentorship opportunities, and workshops on integrating into the Canadian workplace. CASIP member organizations provide personalized advice and services to help people assess their skills and experience, access skills training, and find work.

Centre for Immigrant & Community Service (CICS)

<http://www.cicscanada.com/>

CICS assists newcomers to settle in the Toronto and York region. Employment services include programs for networking, resume writing, job interviews, mentor matching, and more.

Centre for Skills Development and Training

<http://thecentre.on.ca/>

With a variety of locations in Ontario the Centre for Skills Development and Training offers language and skills development programs in the Halton and Peel regions. The Job Search Assistance for Immigrants program is free for qualified applicants.

COSTI Immigrant Services

<http://www.costi.org/index.php>

COSTI provides employment, educational, settlement, and social services to all immigrant communities, new Canadians, and individuals in need of assistance in the Toronto area. COSTI offers a wide range of employment programs and services that cover career planning and assessment. The Employment Programs for Newcomers and Internationally Trained Individuals “address the unique needs of newcomers to Canada by supporting them in seeking employment in their chosen profession or trade.” They include Employment Strategies for Individuals with International Experience, Enhanced Language Training, The Mentoring Partnership, and Skills International, which helps connect employers to internationally educated professionals looking for employment in their chosen fields.

Culture Link

<http://www.culturelink.ca/>

Culture Link is a settlement organization providing services in Toronto. Employment-related services include employment counselling and referrals, mentoring, employment seminars, and resume clinics.

Halton Multicultural Centre (HMC)

<http://hmconnections.com/>

Providing settlement services in the Halton region, the HMC's employment programs and services include assessment referral services, job search, resume and interview workshops and clinics, job fairs and networking events, among other things.

Immigrants Working Centre (IWC)

<http://iwchamilton.ca/>

The IWC in Hamilton offers referral services and coaching to newcomers, as well as job search workshops.

India Rainbow Centre

<http://indiarainbow.org/>

The India Rainbow Centre in Peel offers employment services to newcomers, including career planning, counselling and skills assessment, interview prep, resume and cover letter assistance, labor market research techniques, networking opportunities, and more.

JobStart

<http://www.jobstart-cawl.org/>

JobStart is a community not-for-profit organization in Toronto that connects people looking for work with employers looking to hire. Programs and services include access to mentor matching, newcomer settlement, language programs, employment services, skills training and, foreign credential assessment.

Kingston Employment & Youth Services (KEYS)

<http://keys.ca/>

KEYS provides employment support to job seekers in Eastern Ontario. Services for newcomers include language classes, mentor matching, job search support, and referral to employment related services and programs.

Kitchener Waterloo Multicultural Centre

<http://www.kwmc.on.ca/>

Offering settlement services in the Kitchener-Waterloo area, the Kitchener Waterloo Multicultural Centre offers help with employment, including counselling and a variety of workshops in topics such as networking and effective use of LinkedIn.

London Cross Cultural Learning Centre

<http://www.lcclc.org/>

The London CCLC provides settlement services to newcomers in London, Ontario. The Centre offers job search workshops that include personalized planning, coaching, and ongoing support.

Mennonite New Life Centre

<http://mnlct.org/programs-services/settlement/>

Mennonite New Life Centre is a settlement agency in Toronto. Services include education and training, and employment programs.

MicroSkills

<http://www.microskills.ca/>

MicroSkills is a not-for-profit organization assisting newcomers to the Greater Toronto Area with settlement, employment, and self-employment services. Among the programs are the Bridge to Employment for Internationally Trained Individuals program which assists internationally trained individuals to prepare for and find jobs in their field. There is also the Employment Ontario programs, which offer services such as occupation specific workshops, career planning, bridge training, mentor matching and more.

North York Community House (NYCH)

<http://www.nych.ca/>

Located in North York, the NYCH helps newcomers with settlement, and has employment services that help with job search, credential transfer, employment prep, leadership training, and self-employment.

Ottawa Community Immigrant Services Organization (OCISO)

<http://ociso.org/>

The Ottawa Community Immigrant Services Organization is a settlement organization in Ottawa that offers employment programs, including a mentorship program and the Ottawa Connector program.

Peel Career Assessment Services

<http://peelcareer.com/>

Peel Career Assessment Services partners with the government, business sector, and other agencies to “assist individuals to achieve their full potential at school, work, and life.” Services and programs include skills development, career decision making and employment counselling, settlement and integration services, and “work hardening and job readiness.”

Polycultural Immigrant and Community Services

<http://www.polycultural.org/>

Located in Toronto, Polycultural Immigrant and Community Services provides settlement support and employment services that include job search workshops, pre-employment development, internships, and mentorships.

Skills for Change

<http://skillsforchange.org/>

Skills for Change is a settlement organization in Toronto “known for pioneering programs that respond to shifting immigration and workplace trends and lead to employment.” Skills for Change employment programs and professional development courses include specialized employment, bridging, and language programs. Among the services are referral and assessment, workshops, resume development, and job placement support.

The Unemployed Help Centre of Windsor

<http://www.uhc.ca/>

The Unemployed Help Centre of Windsor is a non-profit organization dedicated to meeting the needs of the unemployed and underemployed in the Windsor area. Programs include “effective job search techniques; resumes and cover letters; pre-employment training programs; on-the-job training programs; literacy; walk-in Resource and Information Centre for self-conducted job searching,” and more.

University Settlement

<http://universitysettlement.ca/>

A settlement organization in Toronto, University Settlement offers employment programs that include a self-employment and development program, customer service and call centre training, an electrical course for foreign-trained professionals; electrical, air conditioning and HVAC training, and more.

Welcome Centre Immigrant Services

<http://www.welcomecentre.ca/>

The Welcome Centre has various locations across the York and Durham region that offer a range of services for newcomers and immigrants including settlement and integration, language assessment and classes, and employment support. Employment support includes resume and cover letter help, interview prep, and information about Canadian employers and the labour market.

QUEBEC

These lists of by-province employment-related resources for newcomers to Canada are not exhaustive and we encourage you to also do your own research. The resources on the Government of Canada website cover all aspects of settlement, while these lists are employment focused.

For more information, here is a map of settlement services across Quebec: <http://www.cic.gc.ca/english/newcomers/map/quebec.asp>

To work in Quebec you will probably need to learn to speak French. To do this you can look into government-funded language classes. Like LINC, CLIC classes "Cours de langue pour les immigrants au Canada" are available in various locations. Learn more here: <http://www.cic.gc.ca/english/newcomers/live/language.asp> and here <http://www.clicenligne.ca/portail/>

The Government of Quebec offers the Employment Integration Program for Immigrants and Visible Minorities (Programme d'aide à l'intégration des immigrants et des minorités visibles en emploi PRIIME). This is a program for employers, offering a subsidy to cover potential additional expenses related to hiring a newcomer.

More information:

"Go to your local employment centre (CLE) and meet with an assistance officer, who will assess your needs and make sure that this program is the best solution for you. You can do your job search on your own, or you can get help from a CLE assistance officer.

Once you've found a job, the CLE will make the necessary arrangements with your employer, if he or she is eligible for the program.

To help you settle into and keep your new job, your CLE will support you for as long as you participate in the program."

More here: <http://www.emploi.quebec.gouv.qc.ca/en/citizens/starting-a-new-job/employment-integration-programs/employment-integration-program-for-immigrants-and-visible-minorities-priime/>

Acces Travail

<http://www.accestravail.com/>

Acces travail provides employment services to newcomers in Victoriaville, Quebec. These include group and individual programs aimed at those wishing to work in the area.

Accueil liaison pour arrivants (ALPA)

<http://alpaong.com/>

ALPA is a not-for-profit settlement organization in Montreal. Employment programs include career assessment and planning, understanding the Quebec job market, job search strategy, and resume, interview, cover letter, and interview prep support, among other things.

ALAC (Alliance pour l'accueil et l'intégration des immigrants-es)

<http://www.alac.qc.ca/index.php>

Located in Montreal, ALAC assists newcomers with settlement needs, including employment services and programs. These cover information about the Quebec job market; resume, cover letter, and job search help; and job interview prep.

Carrefour BLE (Carrefour Bio Local Emploi)

<http://carrefourble.qc.ca/>

Carrefour BLE, located in Montreal is a not-for-profit organization to help newcomers find work in the food and agricultural sciences sectors.

Local Employment Centre (Centre local d'emploi - CLE)

The CLE offers a variety of services to help with your job search. To find a CLE near you see [here](#)

<http://www.mess.gouv.qc.ca/services-en-ligne/centres-locaux-emploi/localisateur/>

Centre RIRE 2000

<http://r2000.qc.ca/>

The Centre RIRE 2000, located in Quebec City, offers programs to assist newcomers with experience in the Information Technology fields to integrate and find work in their field. Programs include information on regulated professions, and P.A.R.O.I.Q., aimed at assisting foreign-trained engineers to practice in their field.

Droit à l'emploi (D.E.)

<http://coffre.ca/services-aux-individus-ancre/>

Droit à l'emploi provides employment programs and services to newcomers in the Saint-Jean-Sur-Richelieu area of Quebec.

L'Hirondelle

<http://www.hirondelle.qc.ca/index.html>

L'Hirondelle provides settlement services in Montreal. Employment programs and services include practical information on the Quebec job market, counselling, resume and interview help, and referrals.

La Maisonnee

<http://www.lamaisonneeinc.org/index.php>

la Maisonnee is an organization helping newcomers with settlement needs in Montreal, including employment. Programs include career planning and professional skills development.

OMETZ

<http://www.ometz.ca/>

OMETZ is a not-for-profit organization that supports and strengthens individuals and families by offering employment, immigration, school and social services in Montreal. OMETZ offers employment services and programs, including an online resume writing course, career planning, employment counselling, and a job board.

Perspective Carriere

<http://www.perspectivecarriere.ca/>

Perspective Carriere provides free career services to newcomers in Laval, Quebec. Services and programs include career coaching and workshops.

NEW BRUNSWICK

These lists of by-province employment-related resources for newcomers to Canada are not exhaustive and we encourage you to also do your own research. The resources on the Government of Canada website cover all aspects of settlement, while these lists are employment focused.

*For more information, here is a map of settlement services across New Brunswick:
<http://www.cic.gc.ca/english/newcomers/map/nb.asp>*

Multicultural Association of the Chaleur Region

<http://macr-amrc.ca/en/home.aspx>

Helping newcomers in the Chaleur Region, the Multicultural Association provides employment services and programs that cover networking and training opportunities; assistance with foreign qualification recognition including referral to professional regulatory agencies for professional re-credentialing and trades re-certification; assistance in enrolment in business mentoring program; entrepreneur and mentoring programs, and more.

Multicultural Association of Fredericton

<http://www.mcaf.nb.ca/index.php>

Fredericton's Multicultural Association assists newcomers to the area with settlement and employment services. A counsellor will help you with career planning, credential assessment, resume, cover letter, job search, networking, and more.

There are several more Multicultural Associations offering similar services around the province.

Multicultural Association of the Greater Moncton Area (MAGMA)

<http://www.magma-amgm.org/>

MAGMA assist newcomers with settlement needs in Moncton and offers employment services. According to the website, "MAGMA helps empower newcomers with the skills, knowledge, and information necessary to become independent and successfully integrate into the local workforce."

NBJobs.ca

<https://www.nbjobs.ca/>

NBJobs.ca is a new Brunswick job board with a page offering information to newcomers. The section “offers you tools to explore the programs and services available to help you transition; plan your career, including work permits and credential recognition; and find a good job.”

New Brunswick Credit Transfer Portal

<http://portal.nbcatt.ca/Home.aspx>

The Credit Transfer portal is designed to assist newcomers in identifying possible equivalencies or credit transfers that you may be eligible for when admitted to a post-secondary institution in New Brunswick.

NEWFOUNDLAND AND LABRADOR

These lists of by-province employment-related resources for newcomers to Canada are not exhaustive and we encourage you to also do your own research. The resources on the Government of Canada website cover all aspects of settlement, while these lists are employment focused.

*For more information, here is a map of settlement services across Newfoundland and Labrador:
<http://www.cic.gc.ca/english/newcomers/map/newlab.asp>*

Association for New Canadians

<http://www.ancnl.ca/>

Employment Services at the Association for New Canadians in St. John's Newfoundland are provided by AXIS (Acquiring eXperience; Integrating Skills). AXIS offers a variety of career-focused services and employment programs for educated professionals, trades persons and entrepreneurs. "Through interactive engagement with employers and collaborative partnerships with all levels of government, industry and the community, AXIS aims to facilitate successful labour market integration for newcomers." These include planning, counselling, credential transfer, mentorship, placement services and more.

JobsinNL.ca

<https://www.jobsinnl.ca/>

"JOBSinNL.ca offers Newfoundland and Labrador job postings as well as links to a variety of labour market information, immigration, and employment assistance resources."

Welcome to Newfoundland and Labrador

<http://www.nlimmigration.ca/en/work.aspx>

The Newfoundland and Labrador immigration site lists resources for jobs for newcomers including links to job boards, professional associations, and information about regulated trades.

NOVA SCOTIA

These lists of by-province employment-related resources for newcomers to Canada are not exhaustive and we encourage you to also do your own research. The resources on the Government of Canada website cover all aspects of settlement, while these lists are employment focused.

*For more information, here is a map of settlement services across Nova Scotia:
<http://www.cic.gc.ca/english/newcomers/map/ns.asp>*

Halifax Partnership Connector Program

<http://www.halifaxpartnership.com/en/home/get-connected/connector-program/default.aspx>

This Connector Program is a networking program that helps local businesses and organizations connect with immigrants, international students, and recent local and international graduates who are interested in starting and growing their career in Halifax.

“Through one-on-one meetings, local business and community leaders known as Connectors meet with talent interested in opportunities in Halifax. The Connector gains access to a wealth of diverse, pre-qualified talent and Connectees gain insight into their professional network, and connect with career opportunities.”

Immigrant Services Association of Nova Scotia (ISANS)

<http://www.isans.ca/>

ISANS provides settlement help to newcomers in Nova Scotia, including job search workshops, interview prep, work placement, mentor matching, professional skills training, computer skills training, and more.

Language Assessment Services of Nova Scotia

<http://www.lasns.info/index.html>

LASNS provides assessment and language education counselling and referrals.

NovaScotia.ca

<http://novascotia.ca/>

The Government of Nova Scotia website features a careers page with links to career planning and skills development, and a large list of local career resources.

PRINCE EDWARD ISLAND (PEI)

These lists of by-province employment-related resources for newcomers to Canada are not exhaustive and we encourage you to also do your own research. The resources on the Government of Canada website cover all aspects of settlement, while these lists are employment focused.

*For more information, here is a map of settlement services across PEI:
<http://www.cic.gc.ca/english/newcomers/map/pei.asp>*

Employment Development Agency Jobs Registry

<http://www.gov.pe.ca/ial/index.php3?number=50808&lang=E>

The Government of PEI's Jobs Registry refers unemployed Islanders to employment opportunities created by the Agency and its affiliate partners.

Island Recruiting

<http://islandrecruiting.com/>

Island Recruiting is a Human Resources agency in Charlottetown that is also an accredited immigration consultancy firm and member of the Immigration Consultants of Canada Regulatory Council (ICCRC). According to their website they are accredited by the Canadian Government to assist and facilitate foreign skilled worker recruitment and integration.

Opportunities PEI

<http://www.opportunitiespei.ca/>

Opportunities PEI is a Government of PEI website that offers an employment section featuring links to job search sites, employment resources, and career resources.

PEI Association for Newcomers to Canada

<http://www.peianc.com/>

The PEI ANC is a non-profit organization providing short-term settlement services, and long-term inclusion and community integration programs for new immigrants in the province of Prince Edward Island. They offer employment programs for newcomers that include career assessment and planning; resume, cover letter, and interview help, employment readiness workshops, referrals to employers, credential assessment and recognition, and more.

Holland College

<http://www.hollandcollege.com/>

Holland College in Charlottetown offers LINC (Language Instruction for Newcomers to Canada), EEELS (Enhanced Employability Essential Language Skills), and EAL (English as an Additional Language) classes, all of which are funded by Citizenship and Immigration Canada.

ONLINE LEARNING RESOURCES

The following is a list of websites offering courses that can improve your language skills as well as your basic workplace-related skills.

IMPORTANT NOTE: *While many of these places claim to offer certification, the value of that certification to individual employers is not guaranteed.*

They are, however, good learning resources. Some are free and some are fee based.

ALISON

<https://alison.com/>

ALISON is a “global online learning community,” offering **free** online education resources designed to help people develop essential workplace skills. A good place to learn the basics of Microsoft Office, and explore other areas of just about anything from accounting to art to human resource to 3D modelling. Course categories are:

- Financial & Economic Literacy
- Business & Enterprise Skills
- Digital Literacy & IT Skills
- Health Literacy
- Personal Development & Soft Skills
- Schools Curriculum
- Languages
- Health & Safety & Compliance

Chandoo

<http://chandoo.org/>

Chandoo is a site that teaches the software Excel (required in many offices) for free. Chandoo shares Excel tips, charting tutorials, visualization ideas, and downloadable tutorials and workbooks.

Codecademy

<https://www.codecademy.com/>

Knowing how to code gives almost all job seekers an advantage. Codecademy is a **free** online resource where users can learn to code Javascript, HTML, CSS, Python, and more.

Duolingo

<https://www.duolingo.com/>

Website that teaches a wide variety of languages – including English – online for **free**. There is also an app.

Project Management Institute

<http://www.pmi.org/>

Project Management is an increasingly in-demand skill on the Canadian job market, so adding it to your resume could be a great benefit. The PMI is a **membership fee based** online learning centre for project management.

SEO Book

<http://www.seobook.com/>

Search Engine Optimization (SEO) skills are a requirement of many jobs. If you want to develop these skills, **SEO Book** offers fee-based courses. SEO company Moz also has some free learning resources for SEO on its website. <https://moz.com/>

Train Simple

<http://www.trainsimple.com/Index.aspx>

Train Simple is online learning for “creatives.” For a **membership fee or individual course-based fee**, you can learn to use Adobe software such as Illustrator, InDesign, Photoshop, and more. These things may be of use should you want to build your own website or add to your marketable skills.

Universal Class

<https://www.universalclass.com/index.htm>

Offers **fee-based monthly memberships** and online courses in a wide range of subjects related to essential workplace skills, including language training, accounting, bookkeeping, budgeting for business, and payroll management.