

Forty Mile Community Resource Centre

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Community Resource Centre



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Résumé Tips

The purpose of a résumé is not to get you the job; the purpose of the résumé is to get you an interview. A well-written résumé is an essential component of your job search. It serves as a marketing tool to make a positive first impression and for you to secure an interview. The average résumé is given 10 to 30 seconds to make an impression on the reader. Résumés should be:

- Short and easy to read (2-3 pages max)
- Interesting to look at (not too crowded with information; have standard sized margins, not too large/small font, white spaces are allowed and actually increase readability)
- Is focused to match your career goal/job you are applying for.

A résumé is a reflection of the individual who it belongs to, and there are many different ways to capture the information required. You are the expert on you; tailor your résumé to reflect your experience (s).

Résumés are organized into separate components. These components can be named by using different headings. All of these components should be in a résumé, if they are relevant to you.

- Personal Information
- Objective
- Highlights of Qualifications
- Education
- Employment History
- Skills and Experience
- Volunteer Activities/Community
- References

Points to Remember:

- Keep your résumé brief
- Present yourself proactively and accurately
- Use strong action verbs
- Use the same tense throughout the entire résumé. When you've done something once, your experience is in the past, even if you will do it again tomorrow. Use the past tense to keep things consistent.

The Alberta Learning Information Service (ALIS) website has a great deal of information on résumé writing.

Visit www.alis.alberta.ca for more information.



ALIS >> Make the most of your future
CAREER PLANNING • EDUCATION • JOBS



Are you a business who needs help?

At the Forty Mile Community Resource Centre, we're here to help and can offer to host your hiring personnel for onsite interviews to applicants along with advertising your business.

In addition to the above service we can offer workshops on information about job safety practices, labour laws, and have a resource library on various labour related items.

F.C.S.S. Corner Presents Friends of Rachel (FOR)

During the month of September, residents of the County of Forty Mile, had the opportunity to engage in the story of Rachel Scott's journey of courage and hope. Rachel Scott was the first person killed in the Columbine High School Tragedy which occurred on April 20th, 1999. She left behind a simple challenge for anyone to accept~ Treat others with kindness and compassion and you just may change the world you live in.

"I have this theory that if one person can go out of their way to show Compassion then it will start a chain reaction of the same."

For more information go to: www.rachelschallenge.org



REDCROSS BABYSITTING COURSE

Will be held in Foremost on October 22nd from 9:15am-3:00pm at the Catholic Church Rectory .

Will be held in Bow Island on October 29th from 8:30am-4:30pm in Community Room #2 in the Town office.

Cost is \$20.

Subsidy is available

Call 545-2200 to register or for more information.



COMMUNITY ADULT LEARNING COUNCILS (CALC)

Lifelong learning....it's our business

SEPTEMBER EVENTS/CLASSES IN BOW ISLAND & BURDETT

To register or for more info call 403-867-3973

- Canadian Citizenship Classes: Date: Tuesdays, starting October 11th (8 weeks) Time: 6:30pm-8:30pm Place: Foremost Community Resource Centre. Registration Fee: \$55.00
Cooking on a Budget: Date: Wednesdays, starting October 12 (4 weeks) Time: 10:00am-11:30am. Place: Burdett Community Church. Registration Fee: \$0
Parent/Child Mother Goose: Date: Fridays, starting October 7. Time: 10:45am-11:45am. Place: Foremost Municipal Library.

Date: Fridays, starting October 14. Time: 11:00am-noon. Place: Bow Island Municipal Library.

Registration Fee: \$0



FCSS MOVIE NIGHT... Details will be coming very soon. Rumour has it , possibly a movie marathon!!!

- *8 computers with FREE internet* *Job Board* *SIN Forms* *Fax* *Resource Library* *Free & Confidential Service*

VIRTUES PROJECT INTERNATIONAL

The vision of the virtues project is to serve humanity by supporting the moral and spiritual development of people of all cultures. Our mission is to provide empowering strategies and programs of excellence and simplicity to inspire the practice of virtues in everyday life.

The virtues project offers a wide variety of programmes and materials for individuals seeking to deepen their spiritual practices, parents raising morally responsible children, schools creating a culture of character, organizations enhancing corporate spirit, and for the development of safe and caring communities.

Love~ is a special feeling that fills your heart. You show love in a smile, a pleasant way of speaking, a thoughtful act or hug. Love is treating people and things with special care and kindness because they mean so much to you. Love is treating other people just as you would like them to treat you-with care and respect.

-Virtues Project International.

You are practicing Love when you... Take good care of the things you love Say kind and loving things

