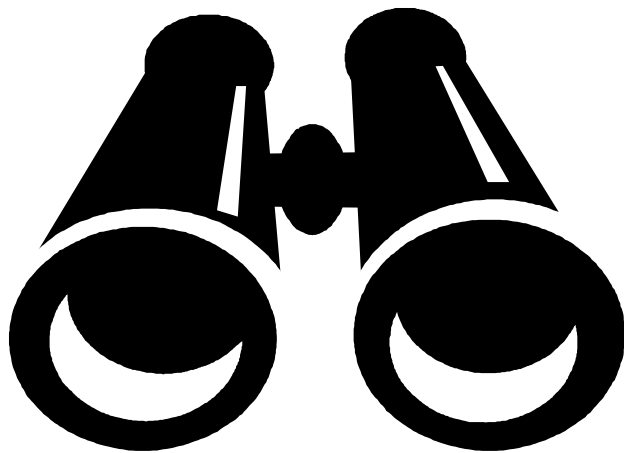


Resources for Job Searching



At the Winnipeg Public Library

Winnipeg Public
LIBRARY · BIBLIOTHÈQUE
publique de Winnipeg



Are you searching for that all-important first job, a different job, or even a whole new career? You might be looking for materials on preparing for tests or interviews, or on resume writing. You may be considering other job search techniques, or you may be exploring the concept of becoming self-employed.

Welcome to the Millennium Library! We offer many resources for the job seeker:

- circulating or reference books and directories (fourth floor);
- electronic resources;
- videos, CDs and cassettes (second floor);
- and newspapers and magazines (third floor).

Many of these resources are also available at other branches of the WPL. If you have any questions about what's available, ask the staff at the **Information Services Desk (fourth floor)**, or call us at **986-6450**. We'll be pleased to assist you.

TESTING AND UPGRADING YOURSELF

Thinking about upgrading your education or attending a technical college or university? Maybe you want to determine what occupation you're most suited for.

Canadian High School Equivalency Exams (the GED) 373.1262 area

If you left school without graduating, or were schooled in another country, you'll find these books with practice tests

useful. Passing the GED shows that you've mastered academic skills and concepts at the high school graduate level.

There are also many videotapes on preparing for the GED available on the second floor, under the number **VHS 373.1262**.

Canadian University and Community College Calendars

Ask at the **Information Services Desk** for a current selection of Canadian university, college and distance education calendars. The Association of Universities and Colleges of Canada Web site offers an online Directory of Canadian Universities database to help you discover where to study what in Canada.
www.aucc.ca/can_uni/search/index_e.html

Discover What You're Best At: the National Career Aptitude System & Career Directory **331.702 Gal**

Test yourself to discover your career abilities.

Career Aptitude and Selection Test **153.94 Bar**

Helps match your personality, abilities, and IQ to the ideal career.

RESEARCHING CAREERS

Whether you're considering a first career or re-entering the work force, it's a good idea to survey a variety of careers. The following books can be found on the fourth floor of the Millennium Library.

Guidance Centre Occupational Information Monograph **331.76 GC (Information Services Desk)**

Alphabetical listings for a vast range of potential careers in Canada.

Career Guides and Encyclopedias **331.702 area (Reference & Adult Nonfiction)**

Here you'll find books with information on the qualifications, educational requirements, salary ranges, and future prospects for occupations in many different areas.

Canada's Best Careers Guide **331.700971 Fea (Adult Nonfiction)**

Analyses the changing workforce and forecasts future job opportunities.

Destination 2020: Build Your Work Skills **331.702 Des (Reference and Adult Nonfiction)**

Employment forecasting aimed at young people choosing a future career.

LOOKING FOR JOB OPENINGS

Job advertisements in newspapers

Third Floor

We carry papers from Manitoba towns and major cities across Canada. If you're thinking of relocating, these will tell you about the local job and housing markets in those areas (Saturday editions are best).

Jobs, Jobs, Jobs**Third Floor**

A weekly publication of national (and some international) private and public sector jobs.

WRITING RESUMES, COVER LETTERS, REFERENCES

These are just a few of the library's books on writing resumes and cover letters. Check the **650.14** and **808.06665** Dewey Decimal areas on the fourth floor for many more.

Gallery of Best Resumes

650.142 Nob

The quick resume & cover letter book : write and use an effective resume in only one day

650.142 FAR

Blue Collar & Beyond: Resumes for Skilled Trades & Services

808.06665 Par

The perfect cover letter

650.142 BEA 2004

Resumes for the 50+ job hunter : with sample cover letters

650.142 RES

eResumes: Everything You Need to Know About Using Electronic Resumes to Tap into Today's Job Market
650.142 WHI

ROUNDING OUT YOUR RESUME

If your resume seems a little sparse and you have some time to spare, consider getting work experience as a volunteer. This can link you with potential employers and might even lead to a full or part-time position.

Volunteer Manitoba

410 - 5 Donald Street South

Telephone: 477-5180

volunteerwinnipeg.mb.ca

A placement agency that matches volunteers with the organizations that need them.

Community Resource Guide for Manitoba

361.9712 Com (Information Service Desk)

This directory of community programs, self-help groups, government and social agencies is also available online at:

contactmb.org

IDENTIFYING & RESEARCHING POTENTIAL EMPLOYERS

These sources on the fourth floor will help you to compile a list of companies and names to contact by phone, fax, surface or e-mail, or in person about possible job openings.

Once you've got an interview with a particular company, you can use these sources to learn something about it. It's never a good idea to go in cold to a job interview! Try to determine which products or services a particular company provides, as well as some of the key people in the organization, the number of employees, and a rough idea of its sales or market value.

Canadian Key Business Directory

338.002571 Can (Information Services Desk)

This annual publication lists addresses, phone, and fax numbers with brief descriptions of companies, their key personnel, products, and sales. Look under the heading "Identifying Potential Employers" for more help.

Associations Canada

061.1 Ass (Information Services Desk)

Contacting a professional association related to your line of work is a good way to discover job leads. This directory lists over 20,000 Canadian organizations.

Scott's Western Industrial Directory

338.409712 Sco (Information Services Desk)

This directory lists manufacturers, wholesalers and distributors in Winnipeg and other Western Canadian cities. (Other volumes in the same series cover the rest of Canada.)

Manitoba Business-to-Business Sales and Marketing Directory

338.47097127 Man (Information Services Desk)

A comprehensive directory of over 40,000 Manitoba businesses, updated yearly.

Manitoba Business magazine

(Information Services Desk and third floor)

Each summer, this magazine ranks the top 100 companies in Manitoba. They also produce a list of the 50 fastest growing companies.

Manitoba Business Information Service

This provincial government database allows you to locate Manitoba companies by name or type of business.

db.itm.gov.mb.ca/BISP/BISCT.NSF/IDLookup/BISAbout?OpenDocument

Canadian phone books (white and yellow pages)

Index Centre (fourth floor)

American phone books

Available on microfiche at the Information Services Desk, or online.

Postal and Zip Code Directories

Index Centre (fourth floor)

Canadian Newsstand - Major Dailies

Library Website and Database Computers (first, third & fourth floors)

An index to major Canadian newspapers, including the *Winnipeg Free Press* (for selected years), that you can use to locate articles about a particular company or industry.

CPI.Q**Library Website and Database Computers (first, third & fourth floors)**

An index to hundreds of Canadian magazines in French & English with full-text articles from 165 of them.

You can search these databases from anywhere with an Internet connection by logging on from the Winnipeg Public Library Web site: winnipeg.ca/library

You will need your library barcode and PIN # to log in when you are not at the library.

Vertical Files**Third Floor**

Newspaper clippings on Winnipeg organizations, businesses, and industries.

PARTICIPATING IN A JOB INTERVIEW

Now that you've landed that all-important interview, the **650.14** area of the library (on the fourth floor of the Millennium Library) has a wide selection of books on how you and a potential employer can assess each other. This is your best chance to make a favourable impression, so it's crucial to prepare yourself for an interview.

Knock 'em Dead**650.14 Yat**

Great answers to over 200 tough interview questions.

Winning job interviews : reduce interview anxiety, outprepare the other candidates, land the job you love
650.144 POW 2005

How to turn an interview into a job
650.144 ALL

Common mistakes people make in interviews (video)
VHS 650 .144 COM

**MOTIVATIONAL/
INSPIRATIONAL BOOKS**

Having a tough time keeping your spirits up in the course of your job searching? These books are located on the fourth floor of the Millennium Library.

Fired? Fight Back!: the No-Nonsense Guide for the Newly Fired, Downsized, Outplaced, Laid-Off, and Those Who Are Worried About It...
650.14 Mrx

The job-loss recovery guide : a proven program for getting back to work--fast!
155.93 JOS

Over-40 job search guide : 10 strategies for making your age an advantage in your career
650.140844 GEA

Landing on the right side of your ass : a survival guide for the recently unemployed
650.14 LAS

CREATING YOUR OWN JOB

If you've decided to strike out on your own and create your own job, you'll find books on entrepreneurship in the **658.041** and **658.11** areas (on the fourth floor of the Millennium Library). Topics include starting a home business, preparing a business plan, business and tax laws, government funding, and marketing strategies.

SelfCounsel Press publishes a series of books on starting specific kinds of small and home-based businesses. Look in the library catalogue under the title **Start and run a profitable...**

The Millennium Library also houses a large collection of **Statistics Canada** material, both online and in print. These can be very useful for compiling demographic research and market information when researching a business plan. For example:

Market Research Handbook
658.83971 STA (Information Desk Reference)

CANADA MANITOBA BUSINESS SERVICE CENTRE

This government organization's mandate is to provide Manitoba businesses and entrepreneurs with access to information, training, and start-up venture capital. The CMBSC is located in the Skywalk Level of the Cargill Building, 250-240 Graham Avenue, and is open 8:00 a.m. to 5:00 p.m., Monday to Friday.

They offer Manitobans advice on:

- starting a business
- government funding and mentorship programs
- importing/exporting
- marketing
- suppliers, etc.

Their Web site is also an excellent source of information on these topics: **cbsc.org/manitoba**

CASTING A WIDER NET

As well as using traditional methods of job searching, many people today are looking for employment and researching companies on the Internet.

Winnipeg Public Library offers free Internet access at all of its branches. (Printing costs 15 cents per page.) You can book ahead online or in person to ensure access. You will need your library card to book and log into the computers.

Word processing terminals are available for job seekers at all **Human Resource Development Canada (HRDC)** offices, including 391 York Avenue, and the **Youth Employment Services (for clients 16-24)** at 330-267 Edmonton St. Both locations also provide Internet access (no email access at HRDC), resume writing assistance, photocopying, and fax services for those seeking employment.

The **Osborne Village Resource Centre** at 107½ Osborne also has computers for public use and offers inexpensive classes “to take some of the mystery out of computing”.

Start off at some of these Web sites, and remember that there are hundreds more that list job openings for specific occupations and professions.

hrdc-drhc.gc.ca

The most comprehensive of all Canadian job sites, this mega-portal from Human Resources Development Canada links to job banks (both federal and provincial), newspapers online (for classified ads), and employment programs for Aboriginals, women, seniors, students seeking summer jobs, and recent university grads.

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

<http://mb.jobfutures.org>

These government websites provide information on job prospects and training and educational requirements for a wide variety of jobs and professions. The Labour Market Information site also lists potential employers by city and region.

<http://www.labourmarketinformation.ca>

Another government website which is similar to the Job Futures websites and also lists potential employers by city and/or region for each career.

workinfonet.ca

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

Another huge government site with information on: work, education and training, careers and occupations, self-employment, and financial assistance. The job search feature checks more than 20 databases at once, including both government and private job banks. There are individual sites for each province and territory.

rileyguide.com

This directory will guide you to many useful Web sites on preparing for a job search, writing resumes and cover letters, targeting and researching employers, interviewing, negotiating, and much more.

youth.gc.ca

Aimed at people from 15 to 30, this Web site will help you plan your career and understand how to look for a job. You can also find out about education, training, and government job programs for youth.

monster.ca

Billed as “Canada’s leading career management portal,” this site allows you to search thousands of job listings. You can also register for free and gain access to a resume builder, career advice, and email alerts whenever a job matching your interests comes up.

workopolis.com

Another huge database of job listings across Canada. Free registration allows you to post your resume, get email job alerts, and check how many times potential employers have looked at your resume.

careerclick.com

A unique site where you can search the classified ads of several newspapers across Canada at once.

www.salaryexpert.com

When negotiating with a potential employer, it’s useful to know the salary averages and ranges for that particular job in your area.

AND DON’T FORGET...

If you need help finding or using any of the material we’ve referred to, please ask the library staff at the **Information Services Desk**. We’re here to assist you.

FRENCH LANGUAGE RESOURCES :

Ces livres sont disponible à la Bibliothèque de Saint-Boniface

RECHERCHE D’EMPLOI

Le travail sur Internet : [trouver un emploi, créer son entreprise, prospecter et télétravailler en ligne]
650.14 NIC

Trouver un emploi sur Internet
650.140285 VIR

Travailler avec passion : comment decouvrir la carriere de votre vie
650.1 AND

Passez avec succes l’entretien de recrutement
650.14 BER

Comment trouver un emploi a sa mesure
CASS 650.14 BER

Objectif travail : connaissance de soi et choix de carriere
650.14 BOI

Methode infaillible de recherche d’emploi
650.14 BOI

Chercheurs d'emploi, n'oubliez pas votre parachute : guide pratique pour ceux qui cherchent un emploi ou qui veulent changer de carrière

650.14 BOL

De quelle couleur est votre avenir? : guide pratique du chercheur d'emploi

650.14 BOL

Le CV par compétences : votre portefeuille pour l'emploi

650.14 BOU

Les techniques de recherche d'emploi : connaissance du problème

650.14 GAN

Mon premier emploi

650.14 LAB

La méthode "ouvre-bête" : l'outil pour trouver votre emploi

650.14 MAN

Bonne nouvelle, vous êtes engagé! : conseils et adresses utiles pour trouver un emploi

650.14 MAR

Stratégies pour trouver un emploi et faire carrière

650.14 PIC

CURRICULUM VITAE ET LETTRE DE PRÉSENTATION

Comment rédiger et présenter une lettre de candidature en anglais

650.142 CAR 2003

Réussir sa lettre de motivation

650.142 POR 2004

Le guide du CV en anglais

650.142 BLA 2004

Guide pour réussir sa lettre de candidature

808.06665 AMH

Réussir son CV et sa lettre de candidature pour trouver un emploi

808.06665 LAB

Le CV par compétences : votre portefeuille pour l'emploi

650.14 BOU

Votre curriculum-vitae : comment faire un bon CV

808.06665 CHA

60 minutes pour réussir son CV

650.142 COL

Les CV qui marchent
650.142 FLE

Les lettres d'accompagnement qui marchent
650.142 FLE

Trouver un emploi avec un CV gagnant : toutes les étapes d'une bonne stratégie de recherche d'emploi
650.142 GOS

Mon premier emploi
650.14 LAB

La methode "ouvre-bôte" : l'outil pour trouver votre emploi
650.14 MAN

Les CV qui ouvrent les portes : le best-seller des CV
650.142 YAT

La Lettre de motivation efficace : guide pratique
808.06665 BON

Etre celui qu'on embauche grâce a un CV vendeur, une lettre de presentation efficace, une prise de contact positive
650.14 OPP

63 conseils pour se faire recruter
650.14 PAY

La reconnaissance des acquis : cours sur l'elaboration d'un portfolio
378.168 SAN

CV et lettres de motivation : [CD-ROM]
CDROM 808.06665 CV

Mâîtrisez l'entretien de recrutement : guide pratique etape par etape /
658.31124 MAD

ORGANISATIONS RESOURCES

Accès 123

Information sur les occasions d'emplois au gouvernement du Canada, au gouvernement du Manitoba et à la Ville de Winnipeg.

Téléphone : 984-4636

Pluri-elles Inc.

570 rue Des Meurons

Saint-Boniface (MB) R2H 2P8

Téléphone sans frais : 800-207-5874

233-1735

SITES INTERNET FRANCOPHONES

Info-Emploi Manitoba

<http://mb.info-emploi.ca/>

Monster.ca

francais.monster.ca

Workopolis.com

francais.workopolis.com

BRANCH ADDRESSES & PHONE NUMBERS (All ph. numbers 204 area code)

Millennium	251 Donald Street	986-6450
Charleswood	5014 Roblin Boulevard	986-3072
Cornish	20 West Gate	986-4679
Fort Garry	1360 Pembina Highway	986-4918
Henderson	1-1050 Henderson Highway	986-4314
Louis Riel	1168 Dakota Street	986-4573
Munroe	489 London Street	986-3736
Osborne	625 Osborne Street	986-4775
Pembina Trail	2724 Pembina Highway	986-4369
River Heights	1520 Corydon Avenue	986-4934
St. Boniface	100-131 Provencher Blvd.	986-4331
St. James-Assiniboia	1910 Portage Avenue	986-3424
St. John's	500 Salter Street	986-4689
St. Vital	6 Fermor Avenue	986-5628
Sir William Stephenson	765 Keewatin Street	986-7070
Transcona	111 Victoria Avenue West	986-3954
West End	823 Ellice Avenue	986-4677
West Kildonan	365 Jefferson Avenue	986-4386
Westwood	66 Allard Avenue	986-4742
Windsor Park	955 Cottonwood Road	986-4949

TTY Phone 986-3485

Hours for all Locations 986-6432

Web site winnipeg.ca/library