



RESUME BUILDING

Details
on back

This course walks you through creating a compelling resume and when it's finished, you'll have the skills you need to get yours the attention it deserves.



SECOND CAREER ORIENTATION

Dec 6
9:30 am

Receive an overview of the Second Career program including detailed information about eligibility and suitability requirements, general guidelines and what to expect through the application process.



NEARBY EVENT

HIRING EVENT: PUROLATOR

Dec 6
10 am

Pre-screening interviews for Warehouse Sorters.

VPI Etobicoke
56 Aberfoyle Crescent, Suite 600

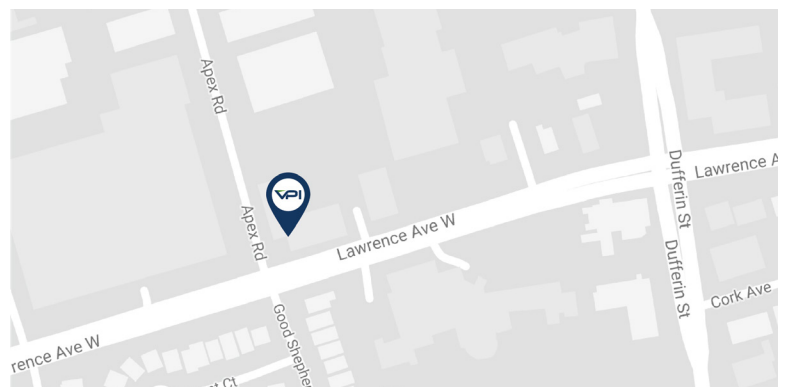
CONTACT US TO REGISTER

(416) 784 - 9544 | info@vpi-inc.com

970 Lawrence Avenue West, Suite 203
Toronto, ON M6A 3B6

Unless otherwise specified, all events are FREE and hosted at our **Toronto branch**.

If this is your first event with us, please bring photo identification.



ASK US ABOUT



Youth Job Link

Access job search resources and information to help enter the workforce. For youth aged 15-29.

Toronto | Event Calendar

● Hiring event / job fair
 ● Guest speaker / info session / training
 ● Workshop
 ● Youth workshop (15-29 years old)

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 RESUME BUILDING 9 a.m. - 11 a.m. COVER LETTERS 11 a.m. - 12 p.m.	5 RESUME BUILDING 4:30 p.m. - 6:30 p.m.	6 SECOND CAREER ORIENTATION 9:30 a.m. - 11:30 a.m.	7
10 DISCLOSURE OF DISABILITY 2 p.m. - 4 p.m.	11 RESUME BUILDING 9 a.m. - 11 a.m.	12	13 JOB INTERVIEWS 9:30 a.m. - 11:30 a.m.	14
17	18 RESUME BUILDING 9 a.m. - 11 a.m. COVER LETTERS 11 a.m. - 12 p.m.	19 SELF-ASSESSMENT, PART 2 4:30 p.m. - 6:30 p.m.	20 HEALTH, SAFETY & EMPLOYMENT STANDARDS 9:30 a.m. - 11:30 a.m.	21 LINKEDIN 9:30 a.m. - 11:30 a.m.
24	25 HOLIDAY Branch closed	26 HOLIDAY Branch closed	27	28 RESUME BUILDING 9 a.m. - 11 a.m.
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Western GTA | Hot Jobs

- ▶ Account Administrator – AR/AP - North York (Job ID: 60346)
- ▶ Administrative Assistant - Hamilton (Job ID: 59363)
- ▶ AZ Driver - Burlington (Job ID: 59749)
- ▶ AZ driver - Georgetown (Job ID: 60377)
- ▶ Bakery Associate - Mississauga (Job ID: 59347)
- ▶ Bookkeeper - Brampton (Job ID: 59332)
- ▶ Call Centre Operator - Mississauga (Job ID: 60380)
- ▶ Cleaner - Hamilton (Job ID: 60854)
- ▶ Cleaner - Hamilton (Job ID: 59826)
- ▶ Community Support Worker - Toronto (Job ID: 59444)
- ▶ Construction Labourer - Hamilton (Job ID: 60089)
- ▶ Cook/Pastry Cook - Georgetown (Job ID: 59577)
- ▶ Cook - Georgetown (Job ID: 60178)
- ▶ Cook - Hamilton (Job ID: 59889)
- ▶ Cook - Mississauga (Job ID: 60372)
- ▶ Courier - Hamilton (Job ID: 59937)
- ▶ Customer Service Representative - Hamilton (Job ID: 60447)
- ▶ Data Entry Clerk/Administrator - Brampton (Job ID: 60653)
- ▶ Dental Office Administrator - Brampton (Job ID: 59385)
- ▶ Detailer - Hamilton (Job ID: 59746)
- ▶ Driver - Toronto (Job ID: 60836)
- ▶ Electronics Assembler - Oakville (Job ID: 59995)
- ▶ G1 & G2 Technician - Hamilton (Job ID: 59263)
- ▶ General Labourer - Georgetown (Job ID: 59287)
- ▶ Glazier Apprentice - Brampton (Job ID: 60022)
- ▶ Glazier - Brampton (Job ID: 60027)
- ▶ Graphic Artist - Oakville (Job ID: 59331)
- ▶ Hospital Custodian - Hamilton (Job ID: 60090)
- ▶ Housekeeper - Toronto (Job ID: 59446)
- ▶ Inside Sales Rep - Burlington (Job ID: 60258)
- ▶ Installer/Driver - Georgetown (Job ID: 60473)
- ▶ Machine Operator - Erin (Job ID: 59277)
- ▶ Masonry Labourer - GTA (Job ID: 60507)
- ▶ Office Administration Officer - Etobicoke (Job ID: 59628)
- ▶ Office Administrator - Hamilton (Job ID: 59454)
- ▶ Office Administrator - Acton (Job ID: 60281)
- ▶ Office Assistant - Etobicoke (Job ID: 59829)
- ▶ Office/Accounting Administrator - Mississauga (Job ID: 60121)
- ▶ Personal Support Worker - Mississauga (Job ID: 60815)
- ▶ Pizza Maker - Mississauga (Job ID: 60585)
- ▶ Production Assembly Worker - Georgetown (Job ID: 59877)
- ▶ Production Lead Hand - Mississauga (Job ID: 60397)
- ▶ Production Worker - Georgetown (Job ID: 60043)
- ▶ Property Administrator - Toronto (Job ID: 60344)
- ▶ RECE - Mississauga (Job ID: 60021)
- ▶ Receiver / Driver - Georgetown (Job ID: 60186)
- ▶ Receptionist - Mississauga (Job ID: 59212)
- ▶ Sales Associate - Georgetown (Job ID: 59523)
- ▶ Sales Associate - Brampton (Job ID: 60038)
- ▶ Sales Associate - Toronto (Job ID: 59302)
- ▶ Sanitarian/Sanitation Worker - Mississauga (Job ID: 60137)
- ▶ Security Guard/Concierge - Toronto (Job ID: 59267)
- ▶ Senior Receptionist - Mississauga (Job ID: 60381)
- ▶ Sheet Metal Journeyman - Hamilton (Job ID: 59265)
- ▶ Specialized Services Worker - Toronto (Job ID: 59448)
- ▶ Staff Accountant - Brampton (Job ID: 60554)
- ▶ Team Leader - Milton (Job ID: 59393)
- ▶ Warehouse Associate - Georgetown (Job ID: 60376)
- ▶ Warehouse Sorter/Package Handler - Brantford (Job ID: 60448)
- ▶ Warehouse Sorter - Hamilton (Job ID: 59938)

Last updated: 11/19/18

TO APPLY, CALL YOUR NEAREST BRANCH

Etobicoke	(416) 255 - 8400
Georgetown	(905) 873 - 9816
Hamilton	(905) 387 - 2220
Mississauga	(905) 270 - 8710
Toronto	(416) 784 - 9544

**NEW JOBS
POSTED EVERY DAY!**
Visit www.vpi-inc.com/jobs



HELP FINDING WORK IN YOUR FIELD OF STUDY

Job Seeker Success Story

**“ I AM SO VERY
GRATEFUL FOR VPI’S
SUPPORT. I WOULD
RECOMMEND ANY
CLOSE FRIEND OF MINE
TO VISIT AND GATHER
CAREER ADVICE.**

— Karina, former job seeker

- Client:** Karina
- Goal:** Find work in field of study
- Challenge:** Optimizing job search
- Support offered:**
- ▶ One-on-one resume support
 - ▶ Career coaching
 - ▶ Attending a job fair

Karina is a recent graduate who was looking to find a job in her field of study. She met with one of our expert Career Specialists to help her optimize her resume and job search:

“I felt very lucky to have met such a helpful, well-informed, enthusiastic Career Specialist. She had high energy, was so easy to connect with and provided me with exciting, relevant information regarding my job search. She had taken the time prior to our meeting to review my resume. She then provided me with extremely helpful advice on how I could modernize my resume format, highlight key information, and made recommendations on how and where to showcase myself. I couldn’t help but feel extremely excited after leaving my appointment.”

With her optimized and revised resume in hand, Karina’s Career Specialist suggested she attend an upcoming large job fair to gain some experience with networking in a professional setting:

“With refreshed confidence and enthusiasm I walked into the job fair and introduced myself to as many people as I possibly could. This was a growth-oriented experience, meeting so many professionals, learning about their business needs and making connections. I left feeling extremely happy and grateful for the advice I had received.”

A few days later, Karina received an email from the hiring manager of a large project management firm who she connected with at the job fair:

“I went down for an interview and now plan to start my new job within my given field!!”

**CONTACT US TO GET STARTED
ON YOUR PATH TO SUCCESS**

1 (888) 336-9500 | info@vpi-inc.com