

Resume Writing Sites

McMaster University Career Services
<http://careers.mcmaster.ca/students/job-search/online-workshops/resume-guide-introduction/?searchterm=resume>

Ministry of Education/Ministry of Training, Colleges and Universities
<http://www.edu.gov.on.ca/eng/career/resume.html>

Mohawk College Graduate and Student Employment
<http://www.mohawkcollege.ca/Discover/Help/gradStudEmpServ/graduatesStudents/jobSearchDocs/10ResumesBasics.html>

Volunteer & Job Opportunities

Campus Access.com: Internships and Volunteer Work
http://www.campusaccess.com/campus_web/intern/i2int.htm

Halton Jobs
<http://www.haltonjobs.ca/>

Youth Opportunities Ontario
<http://www.youthconnect.ca/htdocs/english/work/index.asp>

Employment Legislation

Ontario Ministry of Labour: Employment Standards
<http://www.labour.gov.on.ca/english/es/>

Ontario Ministry of Labour: Occupational Health & Safety
<http://www.labour.gov.on.ca/english/hs/>

More Career Resources in Halton

The Centre for Skills Development & Training

As specialists in career and workforce development, their focus is on providing relevant programs, products and services that reflect the realities of today's working world.
<http://www.thecentre.on.ca/>

Halton Industry Education Council (HIEC)

Established in 1989 as a not-for-profit organization, HIEC is a joint venture between industry, education and community partners in the Halton Region. Their goal is simple: to enhance career education and create the best opportunities for youth.
<http://www.hiec.on.ca/>

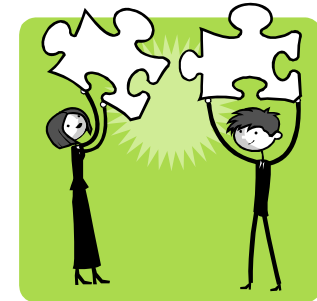
The Halton Internship Program (HIP) at Gary Allan High School

HIP consists of school, community and work-based opportunities for students heading to any post secondary destination: college, work, university or apprenticeship. Students can enrol any time during grades 9-12.
<http://hip.hdsb.ca/>

Ontario Youth Apprenticeship Program (OYAP)

Offered at all HDSB secondary schools, this program helps young people find placements in the skilled trades career sector through apprenticeship training. Contact your school guidance office for more information.
<http://www.oyap.com/>

Career Cruising



Library Services

<http://www.hdsb.ca/library/>

J.W. Singleton Education Centre
Halton District School Board
Burlington, Ontario

Phone: 905.335.3663
Fax: 905.335.9802

Career Cruising

Career Cruising is designed with one goal in mind: to help students plan for their future. With assessment tools, occupation profiles, and post-secondary education information, students can move seamlessly through the career exploration and planning process.

Career Cruising is located on the web at www.careercruising.com/home/autologin.aspx.

You can use Career Cruising at home too! Just login with your library barcode and explore!

Getting Started

You can get career profiles in several different ways from the **Careers** tab:

Career Selector: Find careers that match your interests in terms of school subjects, education level, income, working conditions and other factors.



Search by School Subject: Choose your favourite school subject and the program will generate a list of careers related to that subject.

Search by Cluster: Choose a career cluster that interests you (e.g. "Arts and Culture" or "Skilled Trades"). The program will generate a list of careers related to that cluster.

Search by Index: Find specific occupations using the alphabetical list of careers.

Career Matchmaker

What is the right career for you? The **Career Matchmaker** feature provides you with helpful personal feedback. Not only does the program suggest suitable occupations, but it also



shows you how each of those occupations matches your personal and work interests. If you complete the **My Skills** component, **Matchmaker** will also show you how your skills match up with those required for each occupation, helping you see which skills you may need to develop.

To access **Career Matchmaker**, click on the **Assessments** tab at the top of the screen.

Apprenticeship Training

The **Apprenticeship Training** section allows you to:

- Search for apprenticeship programs offered across Canada or in a particular province or territory
- Use the 'About Apprenticeship' information to

learn more about the apprenticeship training system



- Obtain contact information for apprenticeship offices across Canada
- View a detailed profile of every apprenticeship program, including a description of the trade, any certification requirements, Red Seal program information and the educational prerequisites

Portfolio Homepage

The **Portfolio** is an online filing cabinet where you can keep all the information you need to plan your education and career paths.

Assessment Results: Store and track your Career Matchmaker, My Skills and Learning Style results electronically.

Education Plans: Create a personalized four-year education plan for your high school career.

Resumes Builder: Design a professional resume for job and volunteer applications.