

Resume Writing Sites

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

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/10ResumeBasics.html>

Ontario Network of Employment Skills Training
Projects
<http://www.onestep.on.ca/findajob/resume.cfm>

Volunteer & Job Opportunities

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

HRDC National Youth Site
<http://www.hrsdc.gc.ca/en/epb/yi/yep/newprog/yesprograms.shtml>

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

Youth.GC.CA
<http://www.youth.gc.ca/>

Youth Opportunities Ontario

Employment Legislation

<http://www.youthjobs.gov.on.ca/>
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/>

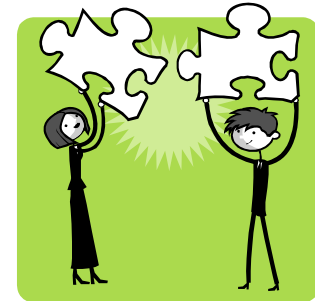
The Halton Internship Program (HIP) at Gary Allan High School

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 obtain placements in the skilled trades career sector through apprenticeship training. Contact your school guidance office or co-op teachers for more information.
<http://www.oyap.com/>

Career Cruising



Library Services

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

Halton District School Board
2050 Guelph Line
Burlington, Ontario
L7R 3Z2

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/.

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:

Career Selector: Use this search tool to find careers that match your interests in terms of school subjects, education level, income, working conditions and many other factors.



Search by School Subject: Choose your favourite school subject. 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 Keyword: Find specific occupations by typing in a keyword (e.g. "Carpenter").

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 this section, select the **Matchmaker** 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 Tool

The **Portfolio Tool** is an online filing cabinet where students can keep all of the information they will need to plan their education and career paths.

Store Accomplishments: Allows you to electronically store your collection of material that demonstrates your knowledge, skills and competencies.

Develop Plans: As a student, you can create and maintain a four-year education plan throughout high school.

Create Resumes: Allows you to create professional looking resumes for job applications.