

Career week tips

How to hunt for a job

Finding a job can be a job in itself. You have to know how to go about it and stick with your action plan day after day. Here are some practical suggestions to assist you.

The first thing you should do is write down all the things about yourself that an employer will want to know. This will be your information sheet or resumé. Your resumé should include:
-name, address, phone number
-education, and any other

training or courses you have taken.

-Job experience: write down all the jobs you have had, even if part-time. Show the dates you worked, and the different kinds of work you did there. If you have worked with local organizations, list that.

-Other interests and hobbies: if you are handy at fixing things or have any other hobbies, write them down. If you are a member of any recreation or hobby club, list that. Any such experience could help you get a job.

-Jobs you would like to do.

-References: Ask at least two people (friends or someone you worked for) if you can give their names as a reference. Most companies like to check to find out what kind of worker you will be.

Make several copies of your resumé and take a copy with you when you apply for jobs. You will find it handy if you have to fill out an application form. Sometimes you may want to leave a copy with the employer.

Now you are ready to start

looking for a job.

-Check with your Canada Employment Centre. They have a Job Information Centre (JIC) where job openings are posted on job boards. The jobs can change from day to day, so visit the JIC every day, if you can.

-If there is a newspaper in your community, read the job ads regularly and follow up quickly.

-Ask your friends and relatives if there are any job openings where they work.

-Many big companies have

their own employment office where you can apply. Check the phone book for names of companies that interest you. Always phone first, to get the name of the person who is doing the hiring. Leave a copy of your resumé with the personnel staff.

-Check at the Outreach offices in your area. Leave a copy of your resumé with the worker.

-Drop into the Canada Employment Centre and fill out a registration form.

-Above all, don't give up -- persistence is bound to pay off.

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CLASSIFIEDS CONTINUED

This weekend is the last chance to see two exhibitions at the Art Centre in Mem Hall
-Molly Lamb Bobak's oils, Graduation at RMC, and Pedagogues' Potpourri by District 26 art teachers - a varied exhibit.

Organizational meeting for the P.C. Youth Association for Fredericton north on December 1. For more info. call Brian Fearon at 472-8714 or Margaret Perry at 472-2498 or Diane King at 472-9579.

The Brunswickan and CSL presents: "Monty Python and the Holy Grail" on Sunday, Nov. 7th at 7 and 9 p.m. in Tilley 102. Admission \$2.

Human Rights Committee meeting in Room 103, SUB Friday, Nov. 5 at 3:30 p.m.

College Pro Painters are looking for students to take on Management Positions in the Atlantic Region. Student Placement Centre has applications and details.

Guitar lessons, learn folk, rock, classical, blues. Experienced teacher. Good price. Call 454-0448 for more info.

YOGA - an integrated mind-body approach to health. 6 week session for beginning and progressing students commences the second week of November. Certified instructor. Campus and downtown locations. Phone Maggie at 454-6410.

To the Gentlemen of Harrison: With all due respect to your now famous event, SORRY IT SLIPPED!

"The Boys" of MacKenzie.

I am interested in trading cassettes made from Tangerine Dream, Edgar Froese and Klaus Schultz

albums to complete my collection. Call Dawn Parovsiadis at 455-8921.

The members of KAOS would like to make themselves known. We are a group of students taking on the job of protecting the student body's right to be heard. If a student wishes to contact us all they have to do is put a message in the classified section of the Brunswickan. We will get in touch with them from there. Tactiques used to accomplish these will be assassinations, bombings, etc. Demonstrations of our abilities will be given in the not too distant future. This is the last you will hear of KAOS.

UNB Investment Club can still use a few more members. Bring along the Business section from Saturday's Globe and Mail to our next meeting on Monday, Nov. 8 at 7 p.m. in Tilley 224B.

Bridges House Exiles are invited to the General House meeting at the Arms, Friday, Nov. 5 at 3 p.m. to begin weekend celebrations of the House's 20th year.

Dear Wendy O: I recently picked up a print of your nude portrait at the exhibition in the Blue Lounge Nov. 2. Question, When can I meet you to get it autographed.

Uncle Pervy

UNB Film Society presents: "The Perfumed Nightmare" on Friday and Saturday nights at 8 p.m. in Tilley Auditorium. Price \$2.

Intervarsity Christian Fellowship is meeting this week in the Tartan Lounge of the Alumni Memorial Bldg. Dean MacDonald who is the regional director of IUCF will be talking on the topic of "Levels of Communication". We hope to see you there. Friday at 7:30 p.m.