

Ask a Wise Woman ...

Dear Wise Woman;

A major layoff has just been announced where I work. I've had the same job for the last fifteen years and have never received a pink slip. I'm feeling really anxious about what to do next. Any ideas?

"Fear of the Future" Fran

Dear Fran:

You are not alone. In the last few years it has become common for people to get fired, terminated, or downsized. You will experience a gamut of reactions from shock and anger to sadness and loss. This is normal. Some things to keep in mind include:

- **Don't panic.**
- Avoid slapping together a resume and sending it out randomly or jumping at the first thing you see.
- Take some time and plan your career goals - a similar job? a career change? retrain? start you own business?

Whatever you decide to do, you need to take time and assess your strengths and weaknesses and identify the unique skills that you possess. Drop by any CERC office and staff will help you with any part of this transition process.

Do not say that you are looking for a job, but say you are looking for the right opportunity.



About CERC "Your Job Search Connection"

Hours

- Monday:** 9am – 6pm
(every third Monday of the month, the Port Hope office will close at 4pm for staff development. The Cobourg office will be open until 6pm)
- Tuesday:** 9am – 5pm
- Wednesday:** 9am – 5pm
- Thursday:** 9am – 5pm
- Friday:** 9am – 4pm

Email

cobcerc@cercnorthumberland.com

Web Site

www.cercnorthumberland.com

Locations

Port Hope: 74 Queen Street
(Lakeland Place)

Telephone: 905-885-2372
Fax: 905-885-5706

Cobourg: 1005 Elgin Street
(Fleming Building)

Telephone: 905-372-9372
Fax: 905-372-5247

Colborne Outreach: Every Thursday
2-5 p.m. Public Library, King Street
First Step - once a month



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CERC's

Mature Women's Chronicle "Your Job Search Connection"

March 2007



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Careers For Older Women

7 FUNDAMENTAL RULES FOR CRAFTING A ROCK SOLID RESUME

By Lance Helgeson, AARP Bulletin, Sept. 2002

1. **Know what a prospective employer seeks.** Check a company's website to learn about its business so you can position your own experience.
2. **Highlight your accomplishments.** Think about the positive results that you helped create for previous employers. Use positive action verbs, e.g. "developed", "established".
3. **Mind the length.** You don't have to keep to one page, but more than two is overkill.
4. **Keep it relevant.** Non-work experience and hobbies can be included if they are relevant to the employer, e.g. keeping the family budget would be useful to mention for a bookkeeping position.
5. **Address gaps in your work history.** If you took time off to be a caregiver, identify the relevant activities that showcase skills needed for the job you are seeking.
6. **Avoid personal information.** Age, height, weight, sex, race or religion are not relevant details.
7. **Offer an e-mail address.** It is the preferred method of communication for those in charge of hiring. However, be sure to check it regularly!

Not sure of how to apply for a job using e-mail? Come into CERC and we'll help you!

Personal Goal of the Month

We hope your January habit for well – being is part of your routine and you are ready for the next one....Chat with a friend on a cell phone while taking a walk – even if it is indoors.

Resources

What's Your Sign?? See what the stars are Saying This Month....

PISCES (Feb 19th to Mar 20th)

Traits: empathetic, patient, artistic and loyal. Others often turn to you for support.

Compatible jobs: Your compassion makes you well-suited for a career in healthcare, social work, philanthropy or veterinary science. The artistic side would be attracted to a career in theatre or film.

Quote of the Month

"The new food guide is an important tool that's become popular with Canadians and is now the second most downloaded government document". ...*Health Minister Tony Clement*

CERCulation News

March into CERC
And see what's in store
Resources, newspapers & books
to explore

Check out our job board, handouts and more
Hand in our quiz and maybe you'll score



Female, Over Forty and Fit For the Workforce

March is Nutrition Month in Canada sponsored by Dietitians of Canada. This annual campaign celebrates healthy eating and reinforces the fact that what we eat is a big factor for us, dear readers, in being "Fit for the Workforce" and for meeting the challenges of job search. So, let's focus on the changes in the new revised Canada's Food Guide (CFG). As headlines in last week's papers state, "First new version in 15 years stresses veggies, fruit, portion sizes" and "for the first time since its debut in the 1940's CFG includes a paragraph on avoiding junk food." Some "What's New" features include:

- More information based on age & gender.
- Vegetables and fruit have a more prominent place.
- Specific guidelines on daily physical activity.
- Vitamin D supplement is recommended for Canadians over 50.
- Skim, 1% or 2% milk recommended as a choice.
- Specific direction on limiting food and beverages high in calories, fat and sugar.

Order your CFG from the Health Canada website. Check out www.dietitians.ca/eatwell for helpful tools and resources.