

## Ask a Wise Woman ...

Dear Wise Woman:

What's new with cover letters?

It has been a while since I applied for a job and I realize that re-entering the work force involves more than dusting off my resume.



Coverless Cindy in Cobourg

Dear Cindy;

Downtime in December is an excellent opportunity to come into CERC and take advantage of all our many resource "dusters" for your resume and cover letter tips and samples.

As for what's new ... I just came across a brief update in a recent article in the Globe and Mail Careers section entitled "Cover Yourself".

Highlights include:

- A cover letter is a place where you can say something about you that will get an employer's interest.
- A cover letter often shows your writing skills better than your resume and gives an indication of your personal communication effectiveness.
- Your stated objective should be clear and not full of vague "Catch Phrases".
- Remember to keep it to the point and short....this is a letter...not an essay!!!!.

Hope these tips help with your "Coverless" state. Be sure to check out our many references as well.

Check the CERCulation News section for our Xmas hours.

## 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

[cerc@cercnorthumberland.com](mailto:cerc@cercnorthumberland.com)

### Web Site

[www.cercnorthumberland.com](http://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.** starting September 8<sup>th</sup> at the  
**Public Library, King Street**



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## CERC'S Mature Women's Chronicle "Your Job Search Connection"

December 2005



### What's Inside for the Mature Woman?

🍁 *Careers for Older Women Feature Article*

🍁 **Personal Goal of the Month**

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🍁 *Female, Over Forty and Fit for the Workforce Feature Article:*

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## Careers For Older Women

First Things First part 2

Wendy Gibson in the Cobourg Economic Development Office was our next call to talk about opportunities for the mature worker in Cobourg. Ms. Gibson said that Home Depot and Home Hardware are known for hiring the older worker and suggested that some fast food places are proactive in this area as well. Ms. Gibson came to the Economic Development Office from the manufacturing sector and said that, in her experience, manufacturing is always looking for a good cross section of workers. The older worker is a good balance to provide exemplary work ethics and responsible attitudes to the younger worker. She encourages everyone to look at the "What's New" section under the Economic Development bar on the Cobourg website [www.cobourg.ca](http://www.cobourg.ca) to see what new businesses/services are opening up in Cobourg. Kott Group is building a new truss production facility to open up in November 2005. There will be 30 new jobs initially but as many as 100 jobs during peak production. Boston Pizza is taking applications and will be opening soon. There will be a new Loblaws and Home Depot opening in 2006 that will offer many more jobs. Next, you may want to click on the "Manufacturers" section of the Economic Development bar and browse the impressive list of manufacturing companies in Cobourg. Ms. Gibson recommends that job seekers spend some time looking through the Cobourg Business Directory as well. There are over 1000 businesses listed online. To search further a field, the Northumberland County Business Directory will be online soon at [www.northumberlandcounty.ca](http://www.northumberlandcounty.ca). Because of its size it may require more time and patience to use. We asked Ms. Gibson if the Cobourg Economic Development Office had spotted any needs for businesses or services tailored to future growth. She

couldn't give specific suggestions but said that two of Cobourg's commitments are geared towards tourism and seniors and that both areas are open for lots of creative opportunities. She suggested we look at Services Canada Labour Market Information and the survey of who's hiring. More on that next month.

## Personal Goal of the Month

Use your downtime to visit CERC and use our many resources and How To Presentations to redraft your resume and hone your interview skills.

## Resources

Our "How To" Presentations list has grown to include topics such as – Email Setup, Interview Preparation, Thank you Letters and Creating a Portfolio. CERC Staff will be happy to get you started running the power point show and at the end, with a click of a button, you get a printout of the content to take with you.

## Quote of the Month

"Age is a question of mind over matter.  
If you don't mind, it doesn't matter."  
.... Satchel Paige

## CERCulation News

**CERC Offices in Cobourg and Port Hope will be closed Dec 26 & 27 and Jan 2**

### Colborne Outreach News and Holiday Hours

We will be offering a First Step Session at the Colborne library on December 15<sup>th</sup> at 2:30.  
Call CERC office to register

**Colborne Hours will continue until Dec 22 and resume on Jan 12**

## Female, Over Forty and Fit For the Workforce

### 'Tis The Season ...To Go Job Hunting!!!

According to career experts in a Globe and Mail article – you are making a big mistake if you think it is a waste of time to look for a job in December. Here are some thoughts to keep in mind and keep you motivated:

- Treat December, especially the first two weeks like any other time of year – businesses are operating as usual.
- Accept all social invitations – a chance to network – not just another party to go to!!!
- Consider temp work over the holidays. Many companies use temporary positions to screen for possible full-time employees.
- January is typically the busiest hiring month of the year but if you wait until then, you may get overlooked in the rush.
- Be patient- you can't expect immediate results at this time of year. At the very least, your resume will be on the top of the pile when the company starts their search in January.
- Work hard in December and then give yourself a break during the last half of the month when companies slow down. You need to rest up for the January rush.
- Try to arrange an information meeting within the holiday schedule, when many managers have more time open.
- Use downtime to your advantage. Enroll in a course to upgrade your skills starting in the new year. Read our Goal of the Month and Ask a Wise Woman sections for more ideas.