

## Ask a Wise Woman ...

Dear Wise Woman:

As part of my return to the workforce process, I have been boning up on my interview skills over the holidays – thanks to CERC resources and advice from friends.

One issue – the thank-you note. I have been getting mixed messages from well-wishers and I'd hoped that you could shed some light on the current thinking.

Thankful Thelma

Dear Thelma:

Good question – and one addressed recently in an article in the Careers section of the Toronto Sun. The article reported the results of a survey of over 500 hiring managers. 15% said they would not hire a candidate who did not follow up with a thank-you note.

So.... with that positive endorsement in mind, here are some tips they had to offer:

- **Three paragraphs:**  
Thank you.  
Sell your qualifications again.  
Affirm your interest in the job.
- **Be specific:**  
Tailor your note to the job and the person filling it.
- **Fill in blanks:**  
This is a chance to add any details or skills you didn't cover in the interview.  
You can also attempt to ease any reservations you heard from them.

## About CERC “Your Job Search Connection”

### Hours

<b>Monday:</b>	9am – 6pm <i>(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)</i>
<b>Tuesday:</b>	9am – 5pm
<b>Wednesday:</b>	9am – 5pm
<b>Thursday:</b>	9am – 5pm
<b>Friday:</b>	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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## Mature Women's Chronicle “Your Job Search Connection”

### January 2006



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

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## Careers For Older Women

So... it's a New Year and time for a fresh approach to your job search. You've made your New Year's resolutions including how much time you'll spend on the job search, what you'll do (exercise, eat and sleep right) to keep your spirits up, your attitude positive. Another tool that might help you either know where to look, or at least understand the odds better, is CERC's most recent Labour Market Trends Report.

The latest statistics are for November 2005 and gathered from the JobBank postings for the Oshawa/Peterborough/Quinte/Cobourg regions. The tally shows that the top jobs continue to be in three areas: Sales and Service 42% representing 1013 jobs; Trades and Transportation 23%, 568 jobs; and Manufacturing 11%, 282 jobs. Other industries such as Business and Administration, Social Services and Education and Health each hire less than 10% of the jobs in the area.

A look at "An Analysis of the Peterborough Area Labour Market – April to June 2005" shows that in Peterborough and the surrounding area, 456 truck drivers claimed Employment Insurance but only 40 jobs for truck drivers were advertised, 330 retail salespersons claimed EI for only 65 postings advertised, 250 carpenters claimed EI compared to 30 openings advertised and 195 cooks claimed EI for only 50 jobs advertised. These are discouraging comparisons on the surface but another report by the Ontario Ministry of Education and Ministry of Training, "You and the Job Market 2001" reminds job seekers that 60% of jobs are not publicized or advertised, 62% of all job seekers contact the employer directly eliminating the need for advertising, and 68% of jobs are found through personal contact or networking.

All information gathered indicates that the highest employing sector is Sales and Services. Please note, this is a large category from retail to Personal Support Worker so there are many opportunities. Put your entire job seeking skills into practice and if you need some help, visit your local CERC.

If you would like to enter the Sales and Service area but aren't sure what you want or what would suit you, we'll spend some time next month describing a few interesting careers to consider.

Update: Kott Lumber is up and running and training employees. They are located at 581 Dodge Street in Cobourg and the phone number is 905-372-0046.

## Personal Goal of the Month

Besides making a stretching routine part of your 2006 resolve – call or email us re the MWC at CERC – we need feedback – Are our articles of interest and helpful? Do you have suggestions for future topics to cover? Thanks! We are all ears!!!

## Resources

For a Stretching routine to get you started – check out [www.mayoclinic.com/health/fitness](http://www.mayoclinic.com/health/fitness) and follow the link to an interactive tool - a slide show: How to Stretch.

You can do your own research on career option for older women – [www.careersat50.monster.com](http://www.careersat50.monster.com)

## Quote of the Month

"You know you're into middle age, when first you realize that caution is the only thing you care to exercise"

.....*Charles Ghigna*

**Let's prove him wrong!!! Happy New Year and Happy New You!!!**

## CERCulation News

CERC will continue to offer **First Step Sessions** in Colborne – the next one is **Thursday Jan 26 at 2:30**

## Female, Over Forty and Fit For the Workforce

### Start The Year With a Good Stretch!!!

Keeping fit and getting back on the exercise path is a good resolution for the mature woman in 2006. Remember the older we get, the stiffer and more inflexible we get - putting on socks, tying shoes, getting out of the car - to name a few. So it is also important to increase flexibility. So let's include "a good stretch" as part of our 2006 exercise program. Doing something "good for us" for our self-esteem will let us pursue our personal employment challenges with a positive frame of mind. Thanks to a feature article in a John Hopkins medical letter, here are some safety principles to help you maximize the benefits and minimize the strain and injury:

- **Stretch your entire body** - focus on the body's major muscle groups - calf, thigh and hip muscles, back muscles, neck and shoulders.
- **Keep your body properly aligned** - uncontrolled twisting or turning can lead to injury.
- **Hold each pose for at least 30 seconds** - one thirty second stretch is more beneficial than two fifteen minute stretches.
- **Move slowly and gently** - vigorous stretching or jerking into a stretch can put undue stress on ligaments and tendons.
- **Breathe** - regular breathing will deepen the stretch. Exhale and extend the muscle and inhale when returning to a relaxed position.
- **Don't lock your joints** - they should remain very slightly bent when you straighten them.
- **When lying on your back** - move only one leg at a time to avoid strain on the back muscles.
- **Make sure it feels beneficial** - if not, correct your technique, for starters. If it still doesn't feel good to stretch, stop and don't continue until you contact your doctor.