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Action Centre Hours

The Action Centre is open
Monday to Friday
9am to 4pm

Co-ordinator Brian Wren,
Admin Assistant Deb Biller,
and Volunteer Peer Helpers
are at the Action Centre to
assist you.

Contact Information

50 Division Street
Welland, ON
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Phone: 289-820-7006
Email: jdaction@cogeco.net
Website: www.jdaction.ca

Services Provided

- ▶ Resume Preparation
- ▶ Interview Preparation
- ▶ Workshops
- ▶ Computer Basics
- ▶ Free use of computers & fax for job search
- ▶ Training information and resources
- ▶ Job Search



New!

Marketing Maturity
workshop coming in
February. Watch JDAC
website for details.

Job Search 101

Here are the basics for your job search. Remember, the JD Action Centre can assist you with any or all of these basics.

- Resume** - My resume is up to date and ready to go. I have print copies as well as an electronic copy.

- Cover Letter** - I customize my cover letter to show interest in the company and why I am a good match for the position.

- References** - I have contacted my references, including at least one former supervisor, and I have their names and contact information ready to go.

- Interview Skills** - I know how to research a company before an interview. Also, I have practised typical interview questions with an Action Centre peer helper.

- Online Job Applications** - I know how to attach my resume when submitting an online job application.

- Understanding the “hidden job market” - Use Your Networks to Find Work** - I’ve told my friends, neighbours, family and former co-workers that I am looking for work and the type of work I am looking for. I follow up all job leads.

- Contacting Employers** - I have a list of employers that I am going to either visit in person or contact by phone and I have copies of my resume that I will leave with them or send to them.

- Job Boards** - I regularly check job boards at the Action Centre and on the Internet. I have a list of the most popular job sites and check these at least once a week.

Resume Preparation - When an employer calls the JD Action Centre looking for qualified applicants, we can only provide employers with your resume if you have given us your resume and your permission to forward it to employers. Stop in or contact the JD Action Centre to ensure that we have both your resume and permission on file.

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