

✓ Easy Reading



Looking for a Job

Jobs in Alberta

Many businesses in Alberta are doing well. They are looking for workers.

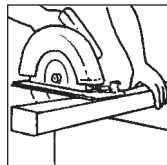


Many job openings

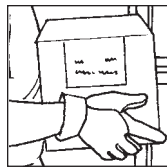
In Alberta, there are many openings in these kinds of jobs:

■ construction jobs

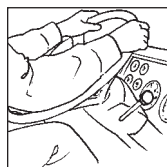
For example: trades helpers, labourers, carpenters.



■ warehouse jobs

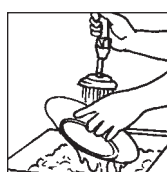


■ truck driving jobs



■ service jobs

For example: hotel room attendants, food and beverage servers, dishwashers, cleaning staff.



I'm looking for a job in construction. Someday I want to be a carpenter.



Peter

I'm a single parent. I need to support myself and my son.



Sharon

I want to meet new people. And I'd like to make extra money for my family.



Parveen

I want to change jobs. I'd like to be a truck driver.



Hank

How to look for a job

On these pages, you will read about Peter, Sharon, Parveen and Hank. They are looking for jobs.

You will learn about things to do when you look for a job. For example:

- ✓ Think about the kind of job that you want.
- ✓ Write down information about yourself. For example, make a list of your skills and interests. You will need this information when you apply for jobs.

Skills:

hard worker
excellent driver
team player

Interests:

fixing old cars
fishing
gardening

- ✓ Make a job plan. Write down the steps in your plan.

- ✓ Look for jobs in many places.

- ✓ Ask people to be references. Put them on a list.

References:

John Doe
teacher, 403-
Jane Smith
former employer

- ✓ Make a resumé. It has information about your work experience and education.

- ✓ Fill out application forms.

- ✓ Prepare for interviews. Practice interview questions with someone.

Tell me about yourself.



Don't give up. Keep looking.

Peter

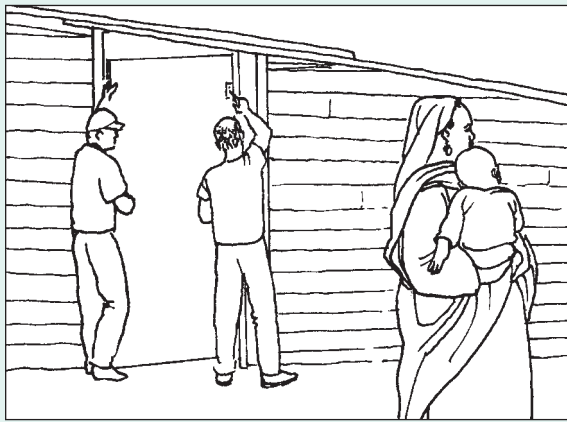
Peter has been in Canada for a few years. He came here from a refugee camp in Africa.

When Peter arrived in Canada, he got help from an agency that helps immigrants and refugees. He took English as a second language (ESL) classes too.

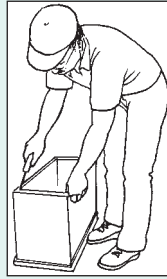
Now Peter has a part-time job. He cleans offices at night.

Peter's skills, interests and goals

Peter has some carpentry skills. He helped build a school and a clinic at the refugee camp.



Woodworking is one of Peter's interests now. He makes furniture in his spare time.



Peter wants a job working with wood. He has 2 goals:

- ✓ His short-term goal is to be a labourer.
- ✓ His long-term goal is to be a carpenter.

Peter makes a resumé

Many people get help when they make a resumé. Peter goes to an immigrant-serving agency. They help him write his resumé. Peter will use his resumé when he applies for jobs.



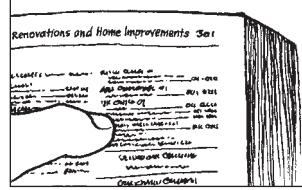
Tip: Type your resumé. Or find someone to type it for you. Check for spelling mistakes.

Peter's plan

Some steps in Peter's plan

Step 1:

- ✓ Try to get a job as a labourer. Find out the names of businesses that use labourers. For example, look in the Yellow Pages under Construction.

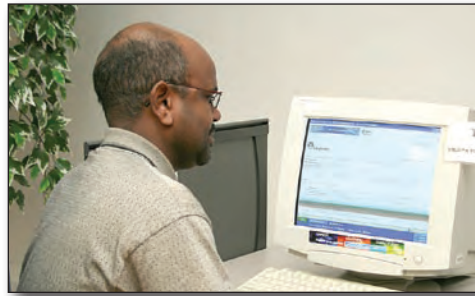


Step 2:

- ✓ Get information about being a carpenter. Go with a friend to a Labour Market Information Centre (LMIC). (Read more about LMICs on page 8.)

Ask a friend to help you use a computer there. Go to this website: alis.alberta.ca/occinfo

It has information about kinds of jobs (occupations). Search for carpenter.



- ✓ Talk to a few carpenters about their jobs. Ask some questions: "What are your job duties?" "How did you become a carpenter?"

I was an apprentice for 4 years. I learned on the job. And I took 8 weeks of technical training each year.



Step 3:

- ✓ Find out how to become an apprentice. Apprentices learn a trade while they have a job. Ask a friend to help you look up information on the Internet. Go to: tradesecrets.gov.ab.ca

Step 4:

- ✓ Take an evening ESL class.

Peter's resumé

Peter Abdi

#24, 1000 Wintersnow Drive
Red Deer, Alberta T4P 2B9
403-123-4567

Job goal	Labourer
Skills	<ul style="list-style-type: none"> • Experience measuring and cutting wood accurately • Quick learner and can work with little supervision • Good planning skills • Good time management skills
Experience	
May 2007 to present	Office cleaner, Bright Office Cleaning Services Red Deer, Alberta <ul style="list-style-type: none"> • Vacuum and dust offices, empty garbage • Polish floors
August 2007 to present	Volunteer disk jockey, Red Deer, Alberta <ul style="list-style-type: none"> • Organize and deejay community dances
2003 to 2005	Labourer, self-employed, refugee camp <ul style="list-style-type: none"> • Did basic carpentry • Did roofing and painting • Solved problems in inexpensive ways
Education and Training	
2007 to 2008	Student, English as a Second Language Red Deer College
2002	Secondary school in Somalia
Languages	English, Somali

Sharon



Sharon is a single mother. Her son is in Grade 2.

Sharon and her son moved to the city from a Métis settlement. Now they live with her aunt.

Sharon is working part time in a children's clothing store.

Sharon's goal

Sharon wants a full-time job. She likes to work with children. Her goal is to work in a daycare centre.

Volunteer job

Sharon volunteers at a Métis agency. She helps take care of children on family night.

Her volunteer job is good work experience.



Sharon's plan

Some steps in Sharon's plan

Step 1:

✓ Talk to the director at a daycare centre. Ask about the kinds of jobs there. Ask about courses that daycare workers need.

Are there any courses I need to take?



Step 2:

✓ Get more information about working in a daycare centre. Go to a Labour Market Information Centre (LMIC). (Read more about LMICs on page 8.)

What education do I need to work in a daycare centre?



Ask questions. For example:
“Where can I take courses to work in a daycare centre?”
“Can I get a grant to go to school?” (Note: You don't have to pay back money from a grant.)
“Can I get a student loan?” (Note: You have to pay back money from a loan.)
“How much money will I make as a daycare worker? Will it be enough money for me and my son?”

Step 3:

✓ Make a budget. Write down monthly costs:

- rent
- food
- clothes
- child care
- transportation
- health care
- entertainment
- course fees
- other things



Step 4:

✓ Earn more money to help pay for courses. Try to get more hours at the clothing store.

Step 5:

✓ Take a Child Care First Aid course. Daycare workers need this course.



A plan for Sharon's son

Alex is Sharon's son. He is 7 years old. He goes to a child care program after school.

What will happen if Alex gets sick? Sharon can't stay home with him because she can't miss too much work or her classes.

Backup plan

Sharon has a backup plan. Her mother and aunt will look after Alex if he gets sick.



Sharon is worried

Sharon must take a test at the end of her first aid course. She is worried because she writes slowly. What can she do?

- ✓ She can ask to take an oral test. The teacher will read the test out loud.
- ✓ Sharon can study before the test.
- ✓ She can practice answering questions with another student.

Parveen



Parveen wanted a part-time job. Her children were in junior high. So they were at school all day.

Parveen had no work experience in Canada. But she had many skills as a mother and homemaker.

Parveen took an employment program

Parveen signed up for an employment program for immigrants. It lasted 4 months. Parveen learned:

- how to look for a job
- how to write a resumé
- how to answer interview questions
- how to be a good employee



Got work experience

Parveen also got some work experience during the program. She worked as a baker's assistant in a large grocery store. She worked twice a week for 2 months.



Parveen got a big surprise at the end of her work experience. Her supervisor said, "We have an opening in the bakery. Would you like to apply for the job?"

Parveen applies for the baker's job

Finds out about the job

Parveen talks to her supervisor. She asks about the job duties and the hours of work.

Thinks about the job

Parveen has to decide about some important things.



■ work hours

Will she work at night?
On weekends?

■ transportation

The job starts at 6 a.m.
How will she get to work in the morning?

■ absences

What will she do if her children or parents get sick? Who will take care of them?

■ holidays

Can she get time off for her religious holidays?

■ family

How does Parveen's family feel about the job?

What will be different at home?

Talks to her family

Parveen will be very busy if she gets the job. She talks to her family.

She asks, "Will you help do more chores at home?"

Parveen's family agrees to help. They think that the job is a good idea. Everyone agrees to do more chores.

The kids and I will help cook suppers.

I can still help you with your homework.



I'll make lunches every day.



The job sounds good. I'll drive you to work in the mornings.



Applies for the job

Parveen applies for the job. She fills out an application form.

Parveen's application form

Application for Employment

Please print or type

Position applied for: Baker's assistant

Date available: Immediately

Last name: Khan

First name: Parveen

Phone: 403-123-4567

Address: 23 Rose Garden Circle

City: Calgary Province: Alberta Postal code: T2N 3B1

Education

School attended: Fatima Jinnah High School, Karachi

Parveen gets the job. She starts in 2 weeks!

Hank



Hank is looking for a job as a truck driver. He wants to drive a delivery truck.

Hank doesn't have any experience driving a delivery truck. But he has lots of driving experience as a farm worker. And he can lift heavy boxes.

Hank applies for a job

Hank sees a job ad. A home improvement store needs a driver.

Delivery driver wanted

Day shift, full-time, Mon.–Fri.
Lift boxes up to 23 kg. Valid Class 5 Alberta driver's licence.
Fax resumé to 780-123-4567.

Hank applies for the job. He has an interview next week.

Prepares for the interview

Hank does some things to prepare for his interview.

- ✓ He gets a copy of his driving record (driver's abstract).
- ✓ He practices interview questions with his wife and with his literacy tutor.
- ✓ He writes down questions to ask at his interview.
- ✓ He plans what to wear.
- ✓ He finds out the directions to the store. He doesn't want to be late for his interview.
- ✓ He writes down his references to take to the interview. (Read more about references on page 7.)

Good luck at the interview, honey.



Interview tips

✓ The first few minutes of an interview are important. Make a good first impression.

■ Be on time. Arrive about 10 minutes early.

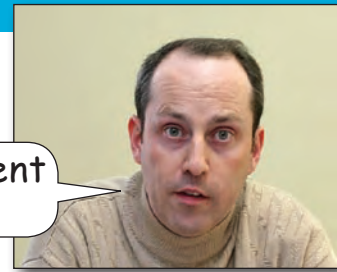
■ Wear clean clothes. Clean or polish your shoes.

■ Shake hands firmly with the interviewer. Smile. And look the interviewer in the eyes.

Hi Hank. My name is Jan Brown. Come on in.



I'm an excellent driver.



✓ Say positive things about yourself.

✓ Say how you can help the employer.

✓ If you don't understand a question, ask the interviewer to repeat it.

✓ You can ask questions too. For example, you can ask about the duties and hours of work.

When should you ask about benefits and wages? Wait until an employer offers you a job.

Hank's interview

It is interview day! Hank showers, shaves, brushes his teeth and puts on deodorant. He gets dressed.

Hank remembers to take his list of references with him.

Hank arrives a few minutes early. He takes a few deep breaths to relax.

I'm a hard worker.



Here is part of Hank's interview

Interviewer: Why do you want this job?

Hank: I like driving. I can work independently.

Interviewer: Why are you leaving your present job?

Hank: I've been there for 10 years. I'm ready for a change. I want to do more driving.

Interviewer: What are your strengths?

Hank: I'm an excellent driver. I've driven for 20 years. I have an excellent driving record.

Interviewer: What are your weaknesses?

Hank: I don't know some areas of the city. But I can follow maps well. And I have a good memory.

Interviewer: Why should we hire you?

Hank: I'm a hard worker. I can do many different things. I can work in the warehouse when there are no deliveries. Also, I won't miss work.

More interview questions

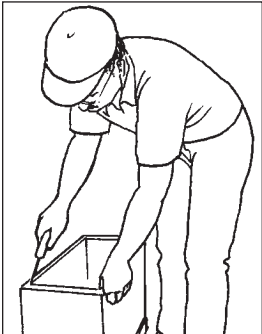
- Tell me about yourself. (Note: Talk about your skills and interests. Talk about your work and volunteer experience.)
- What 5 words describe you best?

Skills

Skills are the things that people do well. For example:

- Peter can make things with wood.
- Parveen can cook.

We all have many skills. We learn them at home, at school and at work.



What things do you do well?



Interests

Interests are the things that you like to do. For example:

- ✓ Sharon likes to play team sports.
- ✓ Hank likes to fix old cars.



What things do you like to do?

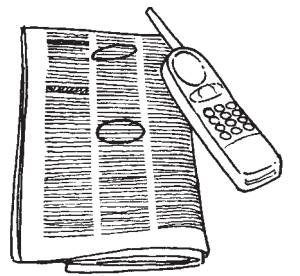


Tip: Keep the list of your skills and interests. You will need this information when you apply for jobs and go for interviews.



Finding a job takes time. Make a plan before you start to look for a job.

Work on your plan every day. Get information. Talk to many people. Ask for help with your plan.



My job plan



The job that I want: _____

What information do I need?

- Duties of the job _____
- Skills I need to get the job _____
- Pay _____
- Other _____

What do I need to have for this job?

- Education (For example: high school) _____
- Special training _____
- Licence or certificate _____
- Physical requirements (For example: able to lift 20 kg or 44 lb.) _____
- Other _____

Where can I find this work?

- Names of businesses to visit or call _____
- Names of contacts _____
- Newspaper ads to look at _____
- Internet addresses _____
- Other _____

What will I need?

- Transportation
- Child care
- Work clothing
- Tools or equipment
- Other _____

What do I need to do?

- Make my resumé.
- Fill out application forms.
- Make telephone calls.
- Practice interview questions.
- Other _____

Steps in my plan

Write down the steps in your job plan. When will you finish each step? Write down that date. Try to finish the step by that date.

Steps in my plan	When will I finish this step?	Check (✓) when done

Where to look for jobs

1 Think about people you know. For example: family, friends and neighbours. Write down their names on your contact list.

Ask these people for job ideas. For example:

“I’m looking for a job as a labourer. Do you know any jobs I can apply for?”

“Where do you work? Are they hiring workers there?”

“Can you give me the names of other people? I’d like to ask them about job ideas too.”

Tip: Keep adding names to your list. Keep asking these people for job ideas.

2 Look for signs in the windows of restaurants, stores and other businesses.



3 Go to a Labour Market Information Centre (LMIC). (Read more about LMICs on page 8.) Take someone along to help you. Check for jobs on the computers there.

Many public libraries also have computers that you can use.



4 Read job ads in newspapers.

Daycare staff

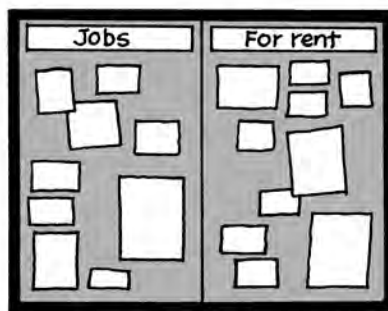
Levels I and II preferred.
Valid first aid/CPR required.
Immediate. P/T and F/T. Benefits.
Call Leona at 780-123-4567

5 Go to a job fair. Employers look for workers there.

Take copies of your resumé to give to employers. You might get an interview at the job fair. Wear good clothes.



6 Check bulletin boards in supermarkets and community centres.



Tip: Many businesses do not advertise jobs in newspapers. You have to go out and find these jobs.

My contact list

Friends and neighbours 

People at my school

People where I work or volunteer

People I do business with (doctor, dentist, hairdresser)

People in my religious or ethnic community

My landlord or apartment manager

Other

References

Employers often ask for references when you apply for a job. References are people who say good things about you as a worker or student.

Who can you ask?

- your present employer or former employer
- a supervisor from paid work or volunteer work
- a teacher

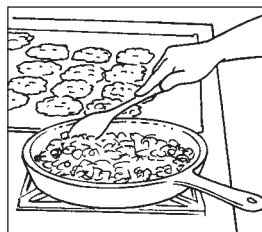
Ask your references for permission before you give their names and phone numbers to employers. Try not to use family or friends for references.

Find a volunteer job

Volunteers work for free. Volunteer jobs can sometimes help you find a paid job. For example:

✓ You can get work experience.

✓ You can learn new skills. For example: preparing or serving food.



✓ You can improve your speaking and listening skills.

✓ You can get a reference.

✓ You can meet new people and ask them for job ideas.

Where to look

Many communities have volunteer centres. You can ask about volunteer jobs there.

Look for volunteer jobs on bulletin boards too.



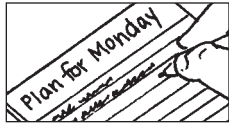
Tip: Remember to put your volunteer jobs on application forms and resumé.

How to stay positive

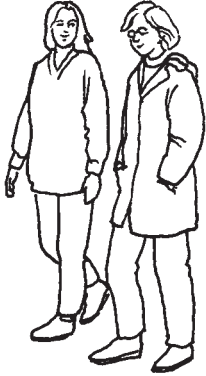
Are you looking for a job?
It might take weeks or months.
You might feel sad and alone.
You might want to give up.
These feelings are normal.

Try to stay positive. Here are some ideas. Try to do them often.

✓ Write down a plan for the day.



✓ Get up before 9:00 a.m. It is easy to stay in bed too long.



✓ Go for a walk. Exercise helps you feel better.

✓ Talk to people every day. Talk to family, friends and neighbours. Talk to other people who are looking for jobs.

✓ Visit a library. You can take home books, movies and music to enjoy.



✓ Take an ESL or literacy class. You can improve your reading and writing. You can meet new people.



The Literacy Helpline has information about programs:
Phone: 1-800-767-3231 (free)
E-mail: office@literacyalberta.ca

Don't give up. Employers want workers. Don't be afraid to apply for many jobs. You will find a job!

Information

Go to an LMIC

✓ LMIC (say: L-M-I-C) is short for Labour Market Information Centre. LMICs are in some Alberta Employment and Immigration service centres.

At an LMIC, you can get information for your job plan. For example, you can find out about occupations and courses.

At some LMICs, you can use computers, phones and fax machines. Use them to look for a job or to make a job plan. Take a friend along to help you.



✓ Is there an LMIC in your area? Phone or e-mail the Career Information Hotline. They can give you the addresses for LMICs in Alberta.

Edmonton: 780-422-4266

Outside Edmonton (free):
1-800-661-3753

E-mail: hotline@alis.gov.ab.ca

Use the ALIS website

✓ ALIS (sounds like Alice) is short for Alberta Learning Information Service.

ALIS is a website with lots of job information.

Go to: alis.alberta.ca

■ For information about occupations, look for OCCinfo.

■ For information about wages, look for WAGEinfo.

Get help from agencies

Immigrants and refugees can get help at immigrant-serving agencies. You can find a list at: www.aaisa.ca

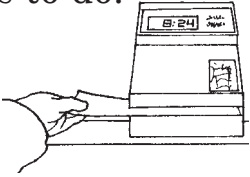
Next time, we'll work on your resumé.



How to keep your new job

Do you have a new job?
How can you keep your job?
Here are some things to do:

✓ Get to work on time.

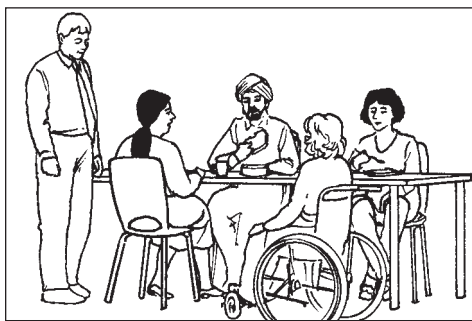


✓ Call your boss if you have to be late or if you are sick. Try not to miss work.

✓ Ask questions if you don't know how to do something.



✓ You will work with many people who are different from you. Be friendly and polite to everyone.



✓ Find 1 or 2 co-workers to help you learn about the job.

✓ Keep learning! Take training courses. Learn by watching other workers.

✓ Work safely. Work hard.

How to order this issue

✓ To order **one** copy of *Looking for a Job*, call or e-mail the Career Information Hotline. Or ask for a copy at an LMIC. (See the information box.)

✓ To order **two or more** copies, go to: alis.alberta.ca/publications

✓ You can **view** this issue online. You can also download and print the Teaching Notes for this issue. Go to: alis.alberta.ca/publications

✓ You can order other Easy Reading publications. For example:

- *Be Safe at Work*
- *Employment Law Protects Workers*
- *Easy Reading Job Profiles*

This publication is for adults who are improving their English reading skills.

The people in the photos are volunteers. They portray fictional characters. A special thank you to the people who volunteered.

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Looking for a Job

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