

Accounting, Office Administration and Customer Service



Skills for Change
Diversity at Work™

Clerical Employment Services (CES) provides assistance to newcomers to find employment in the accounting, office administration, clerical, customer service and retail sectors.

Two-week Job Search Workshop

- Expert assistance in writing effective resumes and cover letters
- Intensive training in conducting successful interviews and cold calls
- Up-to-date labour market trends and the Canadian hidden job market



Individual Employment Counselling

- One-on-one assistance on strategies to find and secure work
- One-on-one assistance in developing a 'Career Action Plan'
- Resume and cover letter enhancements

Job Development Support

- Networking opportunities such as Employer speakers, panel discussions and Job fairs
- Connect with employers for paid jobs

You can apply for this program if you are:

- An immigrant or conventional refugee eligible to work in Canada and Canadian Citizens (not born in Canada)
- Able to communicate effectively in English
- E.I. and social assistance recipients welcome

Contact Us

416 658-3101 ext. 214
www.skillsforchange.org/ces

**EMPLOYMENT
ONTARIO**

Start Date	Days							Time	Hours	Weeks
February 1, 16 March 1, 15	S	M	T	W	T	F	S	9:30a - 1:30p	40	2
		✓	✓	✓	✓	✓				

Skills for Change

791 St. Clair Avenue West
Toronto, Ontario M6C 1B7
Phone 416.658.3101 Fax 416.658.6292
www.skillsforchange.org www.skillsforchange.org/contact-us

