



NEWSLETTER

Information for your job search

Number 2 – November 2005

We are very pleased to introduce to you the second number of newsletter from Experica and Canadart.ca. After a first launch that was just internal, we want now to associate former participants of the program.

From now on, you will receive last news of Experica and Canadart.ca as well as job market information and advice to succeed in you job search.

Please, don't hesitate to send us comments or ideas in order to improve next editions. Have a good reading!



Job opportunities Good to know...



The private sector takes second place in Outaouais after the public sector which is regarded as the main source of employment. Some recent happenings which will create new jobs are the sale of Costco, Quebec, which will increase the gradual establishment of pharmacies during this autumn. Secondly, Lowe's, the second retailer of hardware products in the USA (after Home Depot) will be coming to town. The giant Quebecois of hardware, RONA, reacted by saying they will open 15-20 new stores between now and 2007. New opportunities will be opening in all areas.

Dell Canada is recruiting 150 people in the first wave of hiring for its new Kanata call centre which opens in February. Dell expects to employ 500 people on the next several years. They are currently hiring a management and training team as well as recruiting via its website for sales and technical support workers. The fair will be posted at www.dell.com/ottawa

Check out «Who's Hiring 2005», published by Mediacorp Canada Inc.



New techniques to know! Finance et accounting

As accounting techniques are constantly evolving, we should always train ourselves to learn new tools. Fortunately, a lot of them are just new versions. So do not panic, you don't need to know all of them!

Some new skills and techniques required in Accounting AccPac 2006 software. Another piece of software advantageous to accounting and still allowing for greater functionality in finances is Quicken Premier 2006.

The Canada Revenue Agency, (CRA) uses NETFILE transmission service for income tax preparation. The NETFILE system includes GenuTax, Quick Tax, MyTaxExpress, Taxcel, TaxTron, TaxWiz Deluxe, and UFile.

Other new accounting softwares such as SAP, GreatPlain meet essential requirements of the human resources, administrative, accounting, finance, inventory.





Job success at Canadart.ca



The duration of the Canadart.ca program may be twelve weeks, however, participants receive offers of employment well before the completion of their job action plan. Cindy, a recent university graduate with a degree in Industrial Relations, joined Canadart.ca on the 11th of October 2005. After devoting her first week to resume and cover letter writing, she began networking and using her 30 second speech.

By the 31st of October she had secured herself a full-time position with CLA Personnel, where she now works as a Counsellor's Assistant. Cindy assists other participants with their job search. To quote Cindy "One of the most important elements of Canadart.ca is the resource of contacts we can establish...that's what served me well." Cindy's success story with Canadart.ca is proof that at Canadart.ca we not only get but we can always complete the circle by sharing our fruits of success.

We would like to acknowledge the successes of few other recent program graduates: Nayla Kassab, Laaziz Abdat, Jennifer Gashumba, Marizete Scott, Tao He, Raymond Martineau and Aneta Stephanuk



Job search Cold calls

Does the thought of making a cold call send shivers down your spine? Is your heart beating a little faster? If it is, you're not alone. It doesn't have to be that way. You can learn to warm up to making cold calls and also learn how to make your cold call prospects warm up to you.

Decide your objective; to get an appointment, an interview, or information. You can write the phone script if you are not comfortable with phone calls and practice out loud again and again to increase your comfort and confidence. Be sure that you have the proper information close to you – a resume, references, calendar, and information about the company you are calling.



Take a few deep breaths before the call and don't take a rejection personally; instead, remember the words of billionaire Donald Trump, "It's not personal, it's business." The worst that could happen – someone hangs up on you or rejects your call in a belligerent manner – really isn't all that bad in the scheme of things.

Limit the time of your phone conversation; keep it brief, and professional. It is very important to be attentive to the person you are talking to. Focus on a positive attitude, and this will be conveyed as well. Remember to thank them for their time, no matter what they say. It is essential for you to let good impression to your contact.



Success stories What Does it Take??



It's amazing, the IT industry must be booming. Within a couple of weeks Jennifer Wu (LAN Technician), Anna Wang, Minh Huynh and Jim Shi (all Applications Technician) succeeded in finding a job and ringing that BELL!

When asked how they landed the job, almost all of them agreed that these were the tactics used: cold calling; following up after sending in the application; speaking to the specific department & specific hiring manager; following through to make sure the manager did see the CV; practicing with a mock interview; showing confidence regardless of language fluency, or that previous experience was in the home country; focusing on bringing out your best, highlighting your skills, education & passion.

One of the applicants even agreed to a one week trial basis (unpaid), some accepted entry level positions to get their foot in the door. Also high on the list are information sessions. Get out there and network, meet professionals in your field. Bon Voyage!