

AN INVITE FROM CMC

Dear Student:

The Canada Manpower Centre would like to take this opportunity to extend our best wishes to you as you begin your second semester of studies at UPEI. We have had the opportunity of meeting some of you this first semester, but others of you have not had the occasion or need to come in to discuss possible job openings or your career plan for the future.

This letter, then, is merely my invitation to you to avail yourself of the services of the Canada Manpower Centre on Campus. Our office is located in Room 102, Main Building (at least for the moment - we will be moving to a more centralized location in the Main Building adjacent to Student Services early in 1978), and our phone number is 892-4121, extension 132. Our office is open from 8:30 am to 5:00 pm, Monday to Friday, during the academic term.

Please be advised that registration with our office is entirely voluntary as well as confidential. Only those employers to whom you direct us to send your registration will be given a copy of your application. However, it is necessary for you to register in order for us to be able to contact you whenever a suitable job becomes available.

Maybe you know exactly what you want to do - you know what courses you have to take, where you want to go, and how you plan to use them - TREMENDOUS! However, perhaps there are others of you who are still a bit confused... still pondering how it fits together...wondering which way to turn. Remember we're here to help you realize that you do have control in determining your career and finding the job which will make the most of your unique talents, skills, abilities, and interests. We're also here to help you to obtain part-time work to earn some pocket money and/or summer work to continue your education.

One of the areas of help which the Canada Manpower Centre on Campus offers is

vocational and career counselling. It's not a difficult process, although it does require considerable thought and effort on your part. IT'S YOUR FUTURE. We plan on holding a number of such sessions next semester (on a group and/or individual basis) for those of you who would like some help in focusing on: (i) what are my skills? (ii) where would I like to use them? and (iii) how can I go about using them? Creative Job Search Techniques sessions will also be held for those who wish help with resumes, letters

of application, job interviews, or any other items of concern regarding the job-hunt. Should you be interested, please check with our office for the time and location of these various sessions.

For those of you who are interested in reading further about job-hunting and career planning on your own, we are listing some books which should prove helpful to you: John Crystal & Richard Bolles, Where Do I Go From Here With My Life? Richard N. Bolles, What

Colour is Your Parachute? John Holland, Making Vocational Choices: a Theory of Careers Richard Irish, Go Hire Yourself an Employer Richard Lathrop, Who's Hiring Who? and Bernard Haldane's, How to Make a Habit of Success.

Once again, please feel free to avail yourself of our service to help you in getting a job. It's all up to you - you have the skills and abilities. Best wishes in your courses.

U.P.E.I. YOU GET THE GOALS



OUR GOAL IS TO PLEASE

We do it all
for YOU

