

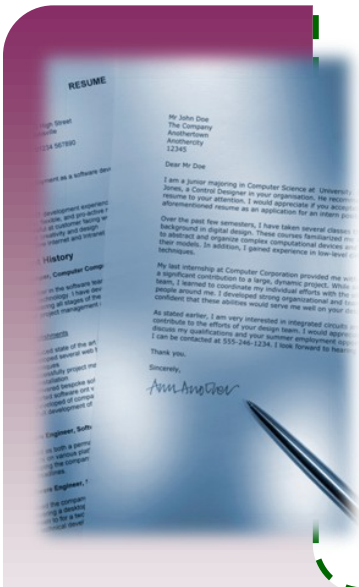
Cover Letter Writing and its Purpose

Submitted by Junia Seraphin, EAS

Writing a cover letter can be a challenging and time-consuming task, especially when you must customize it towards each organization/company. A cover letter is a necessary introduction letter that accompanies your resume whether you mail, email, or fax your application and/or resume. Its purpose is to introduce your application, express your personality and enthusiasm for the position. It also allows you to emphasize and expand on the relevant skills and qualifications that you possess for the particular position or company you are applying to. Employers usually

spend about 30 seconds reviewing each resume; therefore, the first impression counts. A concise, well-written cover letter with the right information will convince them to read your resume and ultimately grant a job interview.

To learn more about cover letter writing, please sign up for our free upcoming workshop. Contact your Employment Counselor or the Program Assistant for more information.



McGuinty Government Reducing Financial Barriers to Help More

Submitted by Georgia Graham, MTP

A new education bursary is being introduced to help newcomers get the local training they need to find a job in their field. The Ontario Bridging Participant Assistance Program will help cover the cost of short-term college and university bridge training programs that are not covered under the Ontario Student Assistance Program (OSAP). The 19-month pilot project is expected to help more than 1,800 newcomers enter bridge training programs in high-

demand fields. The targeted, fast-track and flexible training provided by these programs helps skilled newcomers get jobs that match their education, skills, and experience. These programs also offer work experience such as internships, clinical placements, job shadowing and mentorships, as well as employment services such as interview preparation, labour market information and job search skills.

Source: www.settlement.org

WEST Orientation:

Wednesdays 1:00 p.m.
Thursdays 9:30 a.m.

Job Search Workshops:

Mondays 1:00 - 3:00 p.m.

Cover Letter Workshop:

March 10, 9:30 - 11:30 a.m.

Women in Transition Support Group:

March 31, 1:00 - 3:00 p.m.

Why all the Fuss about Workplace Bullying?

Submitted by Zione Mupesa, HR

In 1988 a man applied for Worker's Compensation due to the stress of being teased, at work, about his appearance. His claim was denied. Almost 20 years later another man made a similar claim, a claim that was allowed; Worker's comp paid up. Change was on the horizon. In 2009 the Ontario government passed new legislation requiring employers to proactively address the serious issue of harassment and violence in the workplace. The new law finally requires employers to create a mechanism for employees to report bullying behavior. Employees are also entitled under the new law to know how the employer will investigate allegations of workplace bullying. *Bullying is finally against the law in Canada* and that is what all the fuss is about

This article researched and written by Andrew Lawson, Human Rights Advisor
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Welcome to WEST's Language Instruction Program for Newcomers to Canada!

Submitted by Luciana Nechita LINC



School Field Trip at Green Aviaries 2009

Our Language Instruction for Newcomers to Canada (LINC) is designed to meet women's communication needs in today's world. Beginner Level is for persons who have limited or no English knowledge. Intermediate and advanced levels are for individuals who have fair to good understanding of the English language. There will be more focus on conversation, writing and pronunciation. The classes range in English proficiency level 1 to 7, on a full and part-time basis.

LINC is one of the principal areas through which WEST helps facilitate the social integration of recent immigrants to Canada. Eligible applicants for this program are permanent residents, and convention refugees. It is increasingly believed that participation in the LINC program is directly related to an expedited social integration process which, in turn, helps build an newcomer personal and social wellbeing – the two vital keys for success in life.



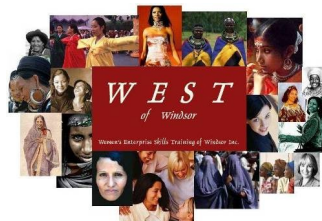
Building a Bright Future for Newcomers

Submitted by Sufang Zhang- ISAP

The Immigration Settlement and Adaptation Program (ISAP) is funded by CIC and the program has been proved to be a great success.

Our group sessions have been extremely successful in supporting the settlement and integration of newcomers in Windsor, Ontario. We provide settlement services to our community through needs assessment, referrals to community services, information and orientation, interpretation and translation, solution-focused counseling and employment-related services. We have been successful with a number of group sessions, such as Women's Club, The EDGE2 and Chinese Senior Companion Group.

ISAP has taken an initiative to informing the public; therefore, we are pleased to announce that Jillian conducted a presentation in the Windsor-Essex ISAP-LINC conference at Caboto Club on February 22. The topic will be "The Process of Immigration and Settlement". It explored the settlement and adaptation framework in order to conceptualize the stages of integration into Canadian society. In addition, recommendations were made to service providers in order to raise awareness, and as a result, conduct effective service delivery.



In addition, ISAP offers many different workshops for the new immigrants:

* ISAP in partnership with Canada Revenue Agency will offer an **Income Tax Clinic** from March 15 to March 17, 9:30 a.m.- 2:30 p.m. We would like to encourage lower income families to participate in this event.

* **Literacy Workshop for Chinese Speakers:** This workshop is designed for clients who have little English proficiency. The goal is to develop literacy skills, increase interest for further language training, enhance self-esteem and make new friends. The workshop will be conducted by qualified Mandarin speaking volunteers from March 1 to April 9.

* **Basic Computer Workshop for Mandarin speakers** February 16 - March 12 and **Arabic speakers** January 25 – April.

WEST of Windsor Events

March 2010

Mon	Tue	Wed	Thu	Fri
1 Job search Workshop 1:00-3:00 p.m.	2	3 Orientation 1:00 p.m.	4 Orientation 9:30 a.m.	5
8 Job search Workshop 1:00-3:00 p.m. WEST-International Women's Day 5:00 p.m.	9	10 Cover letter Workshop 9:30 - 11:30 a.m. Orientation 1:00 p.m.	11 Orientation 9:30 a.m.	12 Staff PD Day - No Classes
15 Job search Workshop 1:00-3:00 p.m. Tax Clinic 9:30 a.m.-2:30 p.m.	16 Tax Clinic 9:30 a.m.-2:30 p.m.	17 Orientation 1:00 p.m. Tax Clinic 9:30 a.m.-2:30 p.m.	18 Orientation 9:30 a.m.	19
<i>March Break</i>				
22 Job search Workshop 1:00-3:00 p.m.	23	24 Orientation 1:00 p.m.	25 Orientation 9:30 a.m. Women's Club	26
29 Job search Workshop 1:00-3:00 p.m.	30	31 Orientation 1:00 p.m. Woman in transition Support group 1:00 - 3:00 p.m.		

Women's Enterprise Skills Training of Windsor Inc. (WEST) exists to provide training for severely employment disadvantaged visible minority women in order to improve their employability in the workforce and/or to further their

Contributors

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www.westofwindsor.com

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