



Career & Employment Centre Calgary

Services available:

- **Job Search Centre**

Access to job postings, career and employment resource materials, community boards, computers, telephone, fax and photocopier.

- **Job Search Preparation**

Assistance with resume development, cover letters and practice interviewing with a Career Coach.

- **Career Counseling**

Career assessments, access to occupational information, labour market information, educational options and career decision-making with a Career Coach.

- **Webinars**

Webinar services will be available to clients on topics such as Job Loss, Career Planning, Interviewing, Employment Standard information, Job Retention Strategies, Using Social Media and much more. Webinars are a maximum of 45 minutes in length.

- **Employer Services**

We host employer events for local employers, provide opportunities to be "spotlighted" in our centre & post available jobs.

- **Job Club/ Career Café**

Weekly, Friday morning Career Café (Job Club), led by a Career Coach. Sharing of information on job leads, changing labour market trends, regional hiring sessions, and job fairs/conferences of interest to specific job seekers.

- **Computer Tutorials**

Self-Directed tutorials include the following: MS Word, Excel, Publisher, Outlook and PowerPoint. Additionally, we provide access to very specific occupations tutorials such as: QuickBooks, Quicken and MYOB. These learning tutorials are accessed individually, are self-paced and designed to improve the client's employability.

For more program information please contact us:

Monday – Friday
8:30 a.m. – 4:30 p.m.

To access local job postings, please visit www.mcbridecareergroup.com

**South Calgary Office
403-463-0346**

Unit 350, Southcentre Executive Tower, 11012 – Macleod Trail SE, Calgary

These services are at no cost to participants and are available to any Albertan over 18

Canada

Alberta