

YOUR JOB SEARCH TOOLKIT



Practical Tools.

Real Support.

Better Opportunities.

Everything you need to find a job with
confidence.

Updated and Redesigned by

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FOCUS Employment Services

2026



START HERE

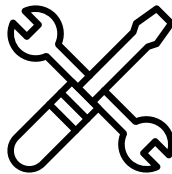
Your Job Search in 2026

A simple 4-step plan to get you moving.



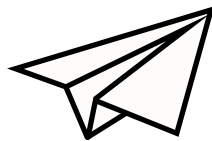
SET YOUR TARGET

- What type of work do you want?
- What are your must-haves (pay, hours, location, remote, commute)?
- What are your deal-breakers?



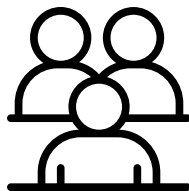
BUILD YOUR 3 ESSENTIAL TOOLS

- Resume (ATS-friendly)
- Cover Letter
- LinkedIn Profile



APPLY CONSISTENTLY

- Apply to 3 - 10 jobs per week
- Track your applications
- Tailor your resume and cover letter for each role



USE SUPPORT & RESOURCES

- Workshops
- One-on-one support
- Job boards & career research tools



Need Help Getting Started?



Scan to explore our workshops
and book an appointment.

WHERE TO FIND JOBS

Use these trusted resources to find job opportunities and plan your career.



JOB BOARDS



- FOCUS Employment Services:
<https://focuscdc.on.ca/>
- Indeed: <https://ca.indeed.com>
- Job Bank:
<https://www.jobbank.gc.ca>
- LinkedIn:
<https://ca.linkedin.com>

CAREER & EMPLOYER RESEARCH



- Talk to your Employment Services expert at your local FOCUS Employment Services office
- Job Bank Career Profiles
- Glassdoor:
<https://www.glassdoor.ca>
(company reviews, salaries, and more)

GOVERNMENT PROGRAMS



- Better Jobs Ontario
- Youth Employment Programs
- Ontario Employment Standards Act (Know your rights at work)



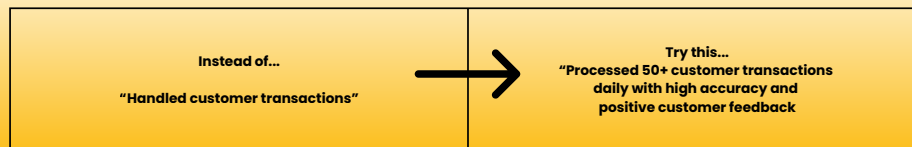
Most employers hire online through job boards and LinkedIn.
Make sure your resume is up to date and your LinkedIn profile is complete!

Building Your Resume

What employers look for in 2026.

- ✓ Clear, easy-to-read format
- ✓ Relevant keywords from the job posting
- ✓ Achievements and results, not just duties
- ✓ Consistent headings: Work Experience, Education, Skills
- ✓ Simple formatting: - avoid tables, graphics, and columns

EXAMPLE: TURN DUTIES INTO ACHIEVEMENTS



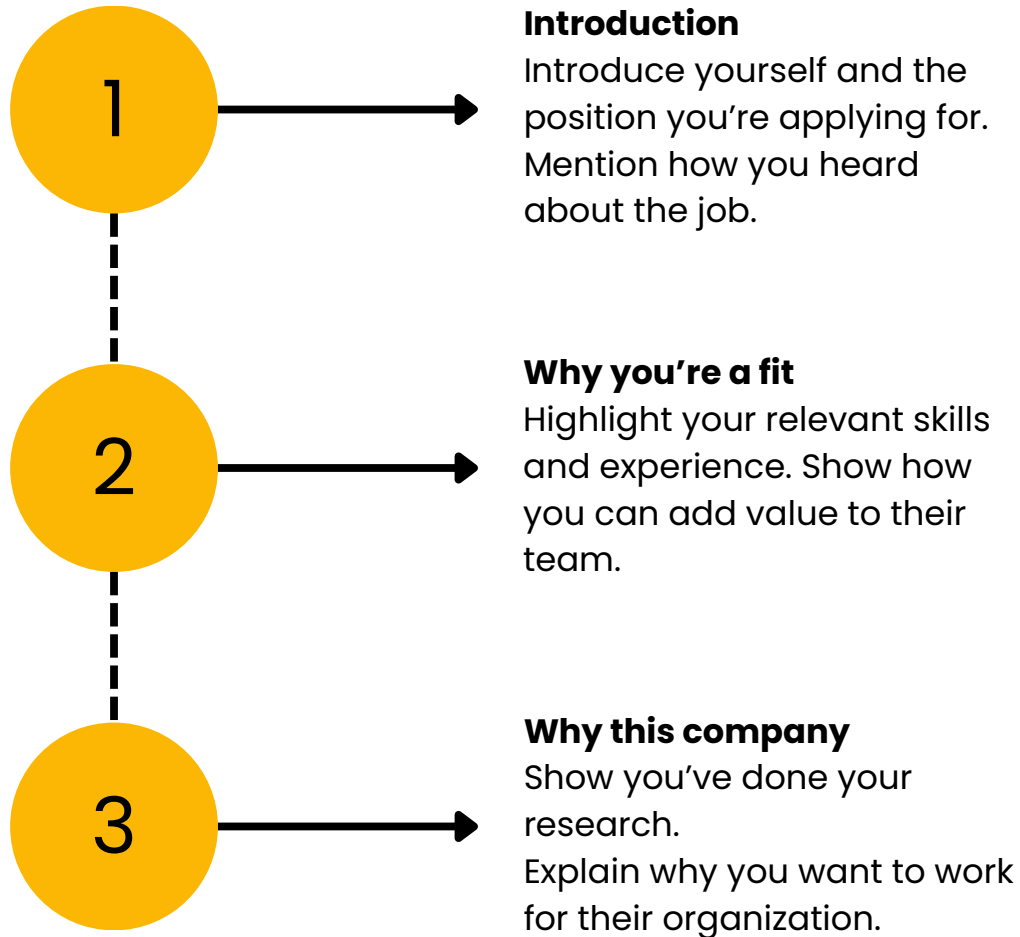
Need help with your
resume?

Scan here to book with
an Employment
Consultant!



Cover Letter Made Simple

Use this 3-paragraph formula

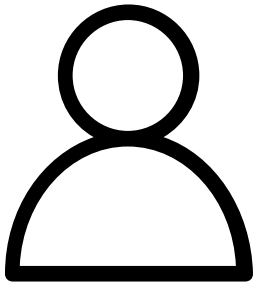
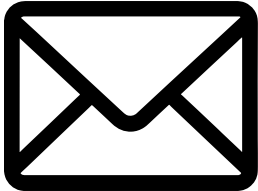


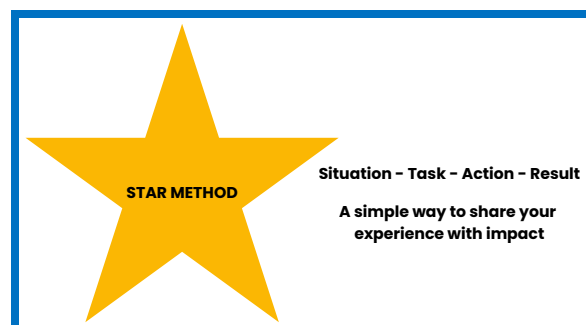
QUICK TIP!

Keep your cover letter to one page.
Personalize it for each job you apply for.

Interview Success

Before, During & After.

	BEFORE THE INTERVIEW • Research the company and the role • Prepare 3 examples using the STAR method (Situation, Task, Action, Result) • Plan your outfit and arrive early
	DURING THE INTERVIEW • Listen carefully and take your time • Answer using STAR • Make eye contact and be positive • Highlight your skills and give examples
	AFTER THE INTERVIEW • Send a thank-you email within 24 hours • Reaffirm your interest in the role • Follow up if you don't hear back in 7-10 days



After The Interview

Follow up and express your gratitude for the opportunity.



SEND A THANK YOU EMAIL

Within 24 hours, send a short email to thank the interviewer for their time.

Keep it within 4-6 sentences:

- Thank them
- Mention one key point about the interview
- Reaffirm your interest in the position

Example:

“Hello [Hiring Manager’s Name],
Thank you for the opportunity to meet with you and learn more about the [name of role] opportunity at [name of organization]. Learning about all of the ways I can bring my skills forward in this role, including the [key point], has reinforced my belief that this position would be an excellent fit for both my experience and my interests. I’m looking forward to hearing back from you soon and move towards my next steps in becoming part of the [organization name]’s team!
Sincerely,
[Your Name]”



FOLLOW UP IF NEEDED

If you haven’t heard back in 7-10 days, send a polite follow-up email or make a phone call to ask about the status.



REMEMBER

Every interview is a learning opportunity.
Reflect, adjust and keep moving forward!

We're Here To Help

VISIT OUR OFFICES TO ACCESS:

- ☐ Computers & Wi-Fi
- ☐ Resources & Information
- ☐ Resume editing services
- ☐ Job board with daily updates

WE CAN HELP YOU WITH:

- ☐ Employment programs
- ☐ One-on-one employment consulting
- ☐ Training & education referrals
- ☐ Interview preparation
- ☐ Tailored job leads

CONNECT WITH FOCUS EMPLOYMENT SERVICES

Scan to visit our website, learn more about our services, and book an appointment.



CHECK OUT OUR SOCIAL MEDIA

To learn more about tips and tricks for successful interviews, up-to-date news on FOCUS Employment Services and upcoming jobs fairs or employment events.



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