

Functional Résumé

The Functional Résumé is a good choice if you have very little or no work experience as it de-emphasizes experience and education.

RICHARD JONES
Box 23
Outlook, Saskatchewan
S0L 2K3
(306) 555-1913

SUMMARY OF SKILLS

- " Can do many tasks at once
- " Committed to seeing things through
- " Hardworking and dedicated
- " Easily adapts to different environments
- " Learns new tasks quickly

SKILLS & EXPERIENCES

GENERAL LABOUR

- " Lifted over 60lbs for extended periods of time
- " Operated various farm equipment
- " Performed building maintenance tasks: roof repair, caulking, eaves trough cleaning
- " Interior and exterior painting

SALES

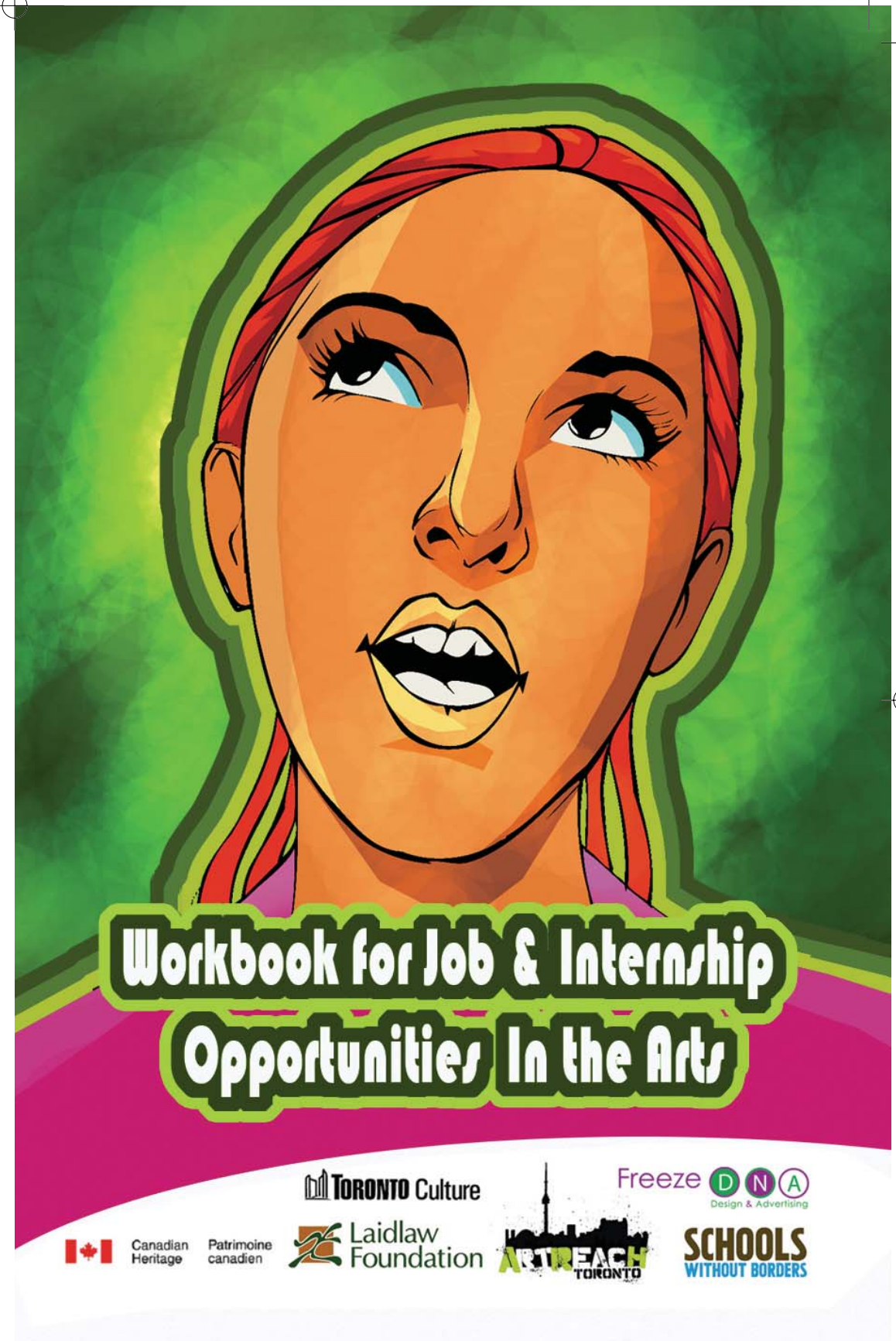
- " Managed table at local farmers' market
- " Set wages according to current prices
- " Bartered effectively to attain best prices for goods
- " Performed quality control checks on food being sold
- " Gave proper change during cash transactions

ANIMAL CARE

- " Tended to over 150 animals within limited time span (before school)
- " Assisted with birthing of new pigs and sheep
- " Since 1995, member of Youth 4-H
- " Ensure safety of animals by proper fencing and gating

EDUCATION

1998 to present Outlook High School Outlook, Saskatchewan
(to graduate 2002)
References available upon request.
Samples borrowed from www.yes.on.ca



WORKBOOK FOR JOB & INTERNSHIP OPPORTUNITIES IN THE ARTS

-PREPARED BY SARAH DECARLO

"A number of detailed Canadian research studies produced in recent years provide a clear picture of what young Canadians want from a job. With slight variations, they show that they are looking for (in priority order) interesting work, competitive wages, opportunities to work in their field of study, a good work-life balance, long-term job security, and chances for career advancement and ongoing professional development."

TABLE OF CONTENTS:

A quick look at the sectors.....

How do you find & create opportunities.....

What do you need to be prepared.....

1

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14

COVER LETTERS

- The cover letter shows the employer why they should consider your resume. It is the first impression you make on the employer and shows how well you communicate in writing.
- A cover letter should be typed unless the employer specifically requests a handwritten letter.
- It should never be more than one page long.
- Break the text into short paragraphs-that makes it easier to read.
- The cover letter provides the opportunity to highlight how your skills and qualifications will benefit the employer.
- It provides an individual touch
- Never send a resume by regular mail without a covering letter.

Cover Letter Sample

September 22, 2000
Gerald Linklater, Office Manager
GenTech Ltd.
234 Parsons Road
Halifax, NS B6J 9L9

Dear Mr. Linklater:

I am pleased to respond to your advertisement for a receptionist as advertised in the Chronicle Herald on (date). My qualifications very closely meet the needs outlined in the advertisement.

I have read about GenTech in our local newspapers and am familiar with your chemical-cleaning products and the environmental services you offer to manufacturers.

I would be very interested in working for a company that is helping the environment and also has an excellent reputation as an employer in our community.

As you will see in the attached resume, I have worked as a receptionist at RB Enterprises for five years where I handled incoming calls, mail and courier services. During that time, I also assisted with the selection of the Signex 320 telephone system and trained others in its use.

I am familiar with Windows-based systems and am proficient with Office 2000 and WordPerfect 8. I am also familiar with spreadsheet programs such as Excel.

I would be pleased to review my qualifications in more detail during an interview with you. If you have any questions, please don't hesitate to call me.

Thank you for considering my application.
Yours truly,

(Signature)
Your Name
Address
Phone number
Fax number (optional)
E-mail address (optional)

13

A Quick Look at the Sector:

The cultural sector in Canada includes a great diversity of career and work opportunities. The industry group employing the most cultural workers- information and cultural industries - includes publishing, motion pictures, sound recording, broadcasting, telecommunications, information services and data processing services.

In this sector a large percentage of workers are self-employed.

While 15% of the entire Canadian workforce is self-employed, in the cultural sector, 39% are self-employed. They are creators, artists, writers, actors, musicians, members of film crews, small magazine publishers, directors, editors, curators and museum personnel.

They run small businesses and often have to do everything - not only maintaining and improving their cultural skills, but also planning, creating, producing, marketing, accounting, dealing with tax, legal, health and safety matters, developing their own training opportunities and providing their own social benefits. As a result, they need a wider range of skills than most employees.

(<http://www.culturalhrc.ca/about/necessary-e.asp>)

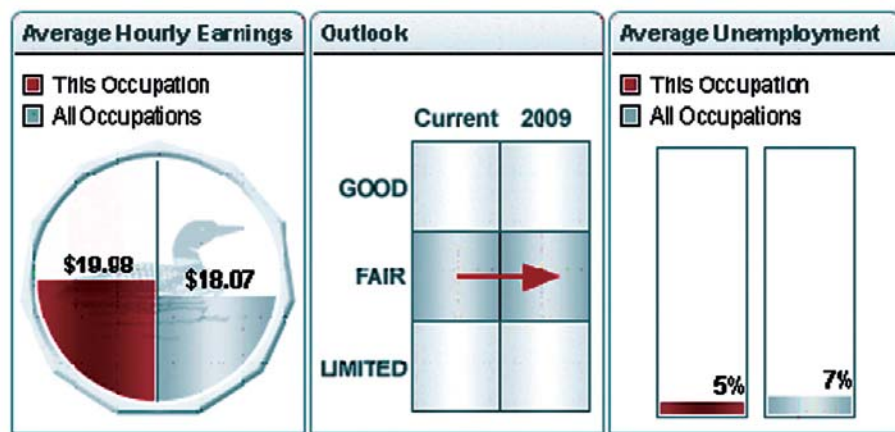
There are various resources including training programs, micro-credit loans, small business start-up and granting programs if you are someone who wants to start your own business or if you are already in this process. This also applies if you are an artist, are out of school and would like to begin producing work or conducting programs and training with young people.

2

There are some links listed in the resource section of this workbook regarding small business start-up for young people.

If you want more information on the field you would like to work in or are considering you can get detailed information and statistics on-line, for example

Creative and Performing Artists - At a Glance



More information...

- At Work
- Education, Training, and Experience
- Work Prospects
- Important Facts

This page last modified on: 2007-03-31 Important Notices

<http://www.jobfutures.ca/noc/513.shtml>

SOME INITIAL ADVICE

The best advice is to know who you are, what you want and to develop a clear map to achieve your goals. This is the best way to make the system work for you.

Cover letter

http://www.jobsetc.ca/content_pieces.jsp?category_id=204&root_id=202&crumb=106&lang=e

GOLD-CALLING SAMPLE OR E-MAIL

This is pretty straight forward, however, be prepared to answer additional questions. They may ask you your field of study or area of experience. Find out the best way to find future employment with the organization.

If you are doing this by email, use the cover letter sample, and craft a general email that you can send to various employers where you only have to change minor details.

Hi,

How are you today?

My name is _____ and I am calling to find out if there are any positions open or that will be opening up with your organization?

Sample network e-mail:

Dear Friends and Associates,

I am writing this email to let you know that I am currently looking for _____. (employment, an organization to intern with, etc)

Much of my past work experience and education has been in the _____ field but I am open to new experiences, up for new challenges and able to learn quickly.

(Say what you want)

In the case that you receive any job postings that may apply or know of any interesting organizations that may be looking to hire please keep me in mind.

You can contact me by email, (email address) or by phone at 555-555-555.

Thank you

John Leviticus Juniour

Here's a tip: When you do a mass email people often appreciate it when you put all of your contacts in the bcc line so they are not visible to others. This also helps reduce junk mail. You just send the email to yourself in the main line.

<http://youth.gc.ca/yoaux.jsp?&lang=en&auxpageid=1120>

Sponsored by Human Resources and Skills Development Canada and delivered in partnership with the YMCA, the Federal Public Sector Youth Internship Program places interns in host federal government organizations. Its main objective is to enable unemployed or under-employed young Canadians between the ages of 15 and 30 to acquire the experience and skills they need to enter and fully participate in the labour market. You don't have to be a high-school or post-secondary graduate but both are eligible.

IPS Ontario - Inventory of Programs and Services

Internet: <http://www.ips.iwin.ca/>

The IPS is a free online database of programs and services that lead to employment. The IPS database is a comprehensive inventory with a primary focus on local programs and services. It also contains information on programs and services that are available throughout the Country or Province.

Northern Ontario Young Entrepreneur Program

Internet: http://www.mndm.gov.on.ca/nohfc/Default_e.asp

Provides young entrepreneurs the opportunity to develop business skills while assisting them with starting their own enterprises in the North.

Summer Experience Program

Internet: <http://www.edu.gov.on.ca/eng/document/brochure/summerjob.html>

For information about Ontario's youth employment programs, contact:

Government of Ontario Training Hotline

Tel.: 1-888-562-4769

Fax: (416) 326-5868

Youth Opportunities Ontario

Internet: <http://youthjobs.gov.on.ca/eng.html>

Resumes

53- ResumeTutor

www1.umn.edu/ohr/ecep/resume

Does the idea of writing your own resumé give you the jitters?

This marvellous on-line workbook will guide you step by step. After you fill in the blanks and print your workbook pages, you will have all you need to create a great resumé! The Web site is full of tips and advice, provided just as you need it, as you work through the pages. Somebody should have thought of this sooner!

11

While there are many internship and job opportunities in the arts you may face barriers:

- If you are a young person who is still in high-school or someone who is not a post-secondary graduate you may find that you do not qualify for many of the internship programs.
- If you are not a permanent resident of Canada you will find a multitude of barriers to participation.
- If you have limited experience and training in the field and in the workforce in general

If you are a post-secondary graduate or are currently completing your studies you may find you have increased access and eligibility.

The more creative, determined, focused and resourceful you become the more chance you will have for work opportunities and experience in the sector.

Looking at the sector requires innovation and creative responses. Traditionally this sector in Canada is divided into the for-profit and not-for profit sector.

Finding a way to navigate both the for-profit and not-for-profit sectors is a good approach. It means that you can get funding to do projects with community as well as securing your own opportunities and projects as an independent artist or business. It means that you can work in for-profit and not-for-profit and have a basic understanding of both and how they operate.

4

Bear in mind the cultural industries and arts are among the lowest paying careers in Canada. Women on average make less than men. Aboriginal and visible minority workers make less as well. Dancers are also among the lowest paid.

You might not be realistic to expect to secure a high-paying career in the field right away.

WHAT DO YOU NEED TO GET A GOOD JOB OR INTERNSHIP?

1. RESUME

- You need a resume. A resume is a summary of who you are, what you have done and what you can do.
- There are various on-line resources to help you build a resume as well as free workshops on how to create one.
- Using this link you can create an account that guides you through the process of creating your resume on-line. There are many internet sites like this and some are listed in the resources sections of this workbook.
<http://srv601.hrdc-drhc.gc.ca/jobmatching/common/login.aspx>
- " Using this link to Youth Employment Services, you can get more information about free resume workshops and on-line information
http://www.yes.on.ca/asp/resume_samples.

5

3. RESOURCES FOR EMPLOYMENT:

www.workinculture.ca www.charityvillage.com www.monster.ca
Job Search Sites

www.ontario.ca/employmentontario
Help finding a job or starting your own summer business.

<http://www.youth.gc.ca/yoaux.jsp?&lang=en&geo=411&flash=1&ta=1&auxpageid=723>
Top 100 internet sites for learning and employment

Youth Employment Toronto
416-392-9125

<http://www.cultureworks.ca/jobs/contractor/index.asp?> (resume builder, job search, tools, links & resources) Cultural Human Resources Canada

<http://www.youth.gc.ca/yosubcat.jsp?&lang=en&flash=0&ta=1&cat=1>
Go here, click Arts and Culture on the left index of tabs and you will find multiple resources and postings

http://www.youth.gc.ca/yolist.jsp?&lang=en&geo=411&flash=0&ta=1&cat=1_689
Go to the start your own business section, there are resources there for young entrepreneurs

http://www.sbe.gov.on.ca/ontcan/sbe/en/youth_summerco_en.jsp
Summer Company - awards of up to 3,000.00 for your own business and other supports - deadline for 2007 over but you can fill out the application inquiry for 2008

www.lefca.org
The Learning Enrichment Foundation has developed an innovative, community-driven, job search strategy designed to provide job seekers with the skills necessary to find the opportunity, land the job and develop the career they've been seeking.

www.yes.on.ca

<http://www.torontoplace.com/jobs.htm>

<http://www.ymcatoronto.org/en/get-a-job/help-you-find-job/employment-centres/emp-program-descriptions/youth-careers-2000.html>

10

WHERE CAN YOU FIND GOOD JOBS AND INTERNSHIPS?

1. USING NETWORKS

- The internet is the best way to find detailed information on jobs and internships, you may hear something from someone and then go to the internet to find out more and follow up.
- If you are looking for work or employment one important thing to remember is to access the people and organizations you already know, send out an email to let them know you are looking for work, or an internship to see if they can help, see sample networking email and tips
- Search for internship opportunities based on specific criteria, post-secondary graduate, arts management degree, etc.

2. GOLD-CALLING

- Cold calling is when you phone or go to an organization without knowing anyone there per say or without knowing of any available positions or opportunities
- Cold calling can work sometimes, if it is done in a strategic manner and with a little bit of luck..... good timing .
- Call organizations and businesses that work in the field that you have experience in....if you stop in have a copy of your resume ready to leave there
- If you phone and they ask for your resume send it right away or as soon as possible.
- When you call speak in a confident tone and let them know what you are looking for, try not to be too shy or nervous.... get what you want
- See cold-calling template which might be of use you when you make that call or stop by.

Make sure you list everything great that you have ever done that would apply to this position; awards, volunteer work, projects, education, training, skills, etc.

Remember you are basically selling yourself so make your product look good.

There are many examples of resumes and cover letters on line so do a bit of research and find one that works for you.

2. COVER LETTER

- If you are applying to a job it is a good idea to include a cover letter.
- Your cover letter highlights and summarizes the experience and skills that you have that are relevant to the position and which make you the ideal candidate.
- Always spell check your cover letter and get someone else to help edit it, same with your resume.
- You can reuse this and simply make appropriate adjustments for each position you are applying for.
- Stay organized. Keep your resume on disk, hard copy, e-mail one to yourself...don't loose it!

3. PORTFOLIO

- Portfolios showcase the work you have done and are used as a visual presentation to a potential employer, funder or client
- Artists including graphic designers, photographers, visual artists, etc will often have a portfolio
- If you are a film or video artist your portfolio could take the form of a demo reel, a short video compilation that features and show cases the best samples of your work and ties them together
- Keep samples of your work for, grants, jobs & internship opportunities.
- If you are an artist who intends on applying for grants....this is called 'support material'
- Your portfolio or support material showcases that you are an artist and the relevant work you have done that makes you a strong candidate for the funds you are applying to
- This can be in the form of a binder, folder, dvd, cd, etc.
- Be creative and number one, keep a copy of all your creative works in an organized and safe place for your own reference and duplication.

4. INTERVIEW SKILLS

- Don't be nervous, the more you freak out the more likely you are to say something you'll regret.
- Be yourself and smile.....
- Answer the questions and stop talking, go for quality not quantity in terms of talking, be direct and get to the point
- Speak up, don't mumble
- Look the people interviewing you in the eye when you answer a question

- If you don't know...you don't know, being creative is a great way to answer questions but if it really is something you have no idea about say that, "I'm not sure but I'm a dedicated person and employee and would be more than willing to make a concerted effort to find out"
- Be prepared, if you have an interview with a business or organization go to their website at the very least, find out what programs, services, products they offer and their history
- Know who the organization's clients, demographic and market are, figure out how their organization relates to this market
- Imagine ways of working at the job you are applying to that would make you the right candidate, use innovation and creativity to mentally prepare for the interview.

5. FOLLOW THROUGH

- When you are pursuing an opportunity....pursue it. Especially in internships or wage subsidy programs things can take time....keep checking in.
- Call the employer a short time after your interview. You can ask when the decision will be made and follow-up after that date or ask at the end of the interview and follow up.
- If you are cold-calling employers and sending them your resume, etc...follow up with an email or a phone call to see that they have received it and if any positions have been posted or will be in the near future.