

From: Jessica Yuen
Sent: December 1, 2025 4:49 PM
To: Youth Employment
Subject: TCCSA Youth Employment Program Newsletter - December 2025
Attachments: Server or Host - Chinese Buffet.docx; Receptionist & Administrative Assistant - Boxing.docx; Retail Sales Associate & Business Center Associate.pdf

Dear Participant,

Welcome to the December edition of the **TCCSA Youth Employment Program Newsletter!**

As always, we're here to support you with resources, tips, and guidance to help you grow your skills, build your confidence, and get one step closer to landing the job you want.



🌟 Topic of December - Mastering Networking: How to Build Connections That Boost Your Career

Networking isn't just for seasoned professionals; it's one of the most powerful tools for young job seekers. Building relationships with the right people can help you:

- Learn about hidden job opportunities
- Gain industry insights
- Receive guidance and mentorship
- Build confidence in professional interactions



💬 Why Networking Matters

Did you know that up to **70% of jobs are filled through networking or personal connections**? Employers often hire people they know, trust, or who are recommended. Even a single conversation can open doors that sending dozens of resumes cannot.

Networking also allows you to:

- Stand out from other candidates
- Discover "insider" tips in your field
- Learn skills and knowledge before entering the workforce

🎯 Practical Tips to Build Your Network

1. Start With Who You Know

Don't underestimate your current connections! Family, friends, classmates, teachers, mentors, and past colleagues can provide valuable introductions or advice.

2. Attend Events & Workshops

- Career fairs, workshops, webinars, and networking events are ideal places to meet professionals.
- Take notes, ask thoughtful questions, and exchange contact information.

3. Use LinkedIn Smartly

- Make sure your profile is complete with a professional photo and summary.
- Connect with people in industries or roles you're interested in.

- Share updates about your learning, volunteer work, or projects to stay visible.

4. Prepare Your Elevator Pitch

Have a concise, 30-second introduction ready:

- Who you are
- What skills or experiences you have
- The type of opportunities you're looking for

For example:

"Hi, my name is Sara. I'm currently studying Communications at the University of Windsor and have experience volunteering in community programs. I'm looking for opportunities in marketing or communications to develop my professional skills."

5. Follow Up

Send a polite thank-you email or message within 24 hours.

- Reference something specific from your conversation
- Express appreciation for their time
- Keep it short and professional

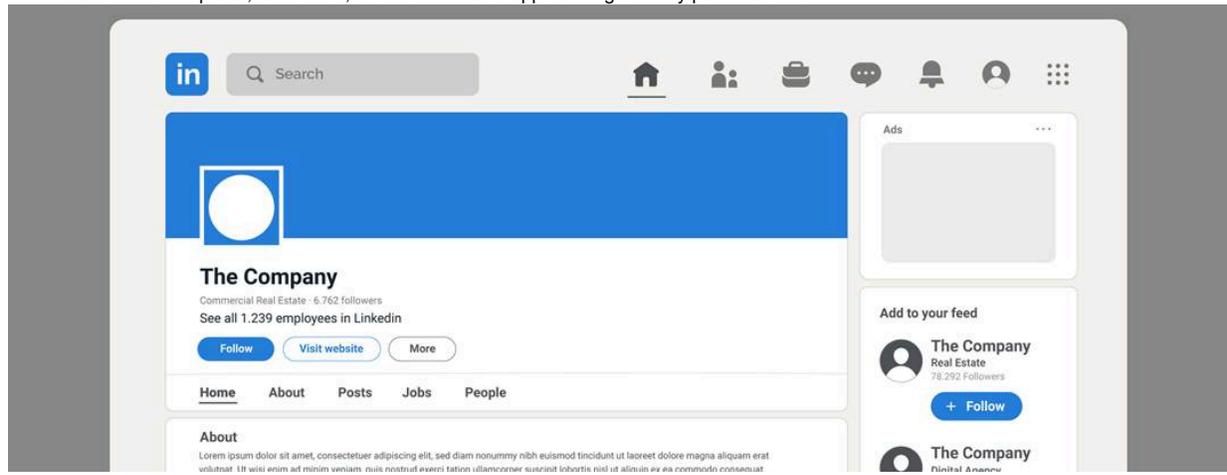
Example:

"Thank you for taking the time to speak with me at yesterday's workshop. I really enjoyed learning about your work in digital marketing. I would love to stay in touch and hear more about potential opportunities in your team."

💡 Tips for Shy or Introverted Networkers

Networking doesn't mean being loud or pushy.

- Focus on listening and asking questions
- Use online networking platforms like LinkedIn or professional forums
- Start small with peers, volunteers, or mentors before approaching industry professionals



📖 Recommended Reading:

📌 Building Valuable Connections: How Networking Can Boost Your Job Search

📍 [Kootenay Employment Services](#) - A helpful write-up explaining why building connections matters, how it gives access to "hidden" jobs, mentorship, and increased visibility.

📌 10 Tips to Help You Build a Network

📍 [Indeed](#) - Indeed Canada article with practical advice on building relationships, adding value to contacts, and growing your professional network.

🏠 TCCSA are Here to Help You Build a Resume That Works

Need help applying these tips to your own resume? Want someone to review it with you?

As part of the Youth Reflect and Retool (YRR) program, funded by the Government of Canada's Youth Employment and Skills Strategy (YESS), we offer:

- ✓ Resume and cover letter support
 - ✓ Job search coaching and interview preparation
 - ✓ Employer connections and job lead
 - ✓ Ongoing support for youth aged 15–30, including newcomers and racialized youth
- Whether you're just starting or ready to apply, we're here for you every step of the way.

📌 Job Openings for This Month



Here are some exciting opportunities currently available for our participants:
(Job descriptions are attached in the email for reference)

- Restaurant Server / Host – Fluent in Chinese & English
- Receptionist & Administrative Assistant – Customer-facing role in a boxing centre, Monday to Friday 5-8PM
- Retail Sales Associate & Business Center Associate – Customer-facing role in a delivery centre
- Snow Removal Worker – Located in North York, no need to have your own vehicle

📧 If you find yourself a good candidate, contact us at yrr@tccsa.org to apply!

Regards,
Jessica Yuen | Job Developer
Youth Employment Service
The Cross-Cultural Community Services Association (TCCSA)
www.tccsa.on.ca/services/yrr
Email: jyuen@tccsa.org
Tel: (289) 986 - 0414
[3636 Steeles Avenue East, Unit 309, Markham Ontario L3R 1K9](https://www.google.com/maps/place/3636+Steeles+Avenue+East,+Unit+309,+Markham+Ontario+L3R+1K9)

