

From: Jessica Yuen
Sent: January 30, 2026 11:20 AM
To: Youth Employment
Subject: TCCSA Youth Employment Program Newsletter - February 2026
Attachments: Mama Buns - Kitchen Staff_Bun Maker_Server_Store Manager.docx; Receptionist & Administrative Assistant - Boxing.docx; Job Description - Administrative Assistant, Learning Coach .docx.pdf

Dear Participant,

Welcome to the February 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 February - Investing in Yourself: Using Free Online Courses to Stay Competitive**

The job market is always changing, and learning new skills can help you stay competitive. The good news is that there are many free online courses available that can help you upgrade your skills and improve your resume.

💬 **Why This Matters**

Taking free online courses can help you:

- Learn new technical or workplace skills
- Strengthen your resume and job applications
- Show employers that you are motivated and willing to learn
- Explore different career paths before committing to one



🎯 **Tips for Choosing the Right Online Courses**

- **Choose Skills That Match Your Career Goals**
 - Look at job postings in your field and identify common skill requirements.
 - Select courses that help you build those skills.
- **Focus on Practical Skills**
 - Examples: Excel, customer service, digital marketing, bookkeeping, or basic coding.
 - These skills are commonly requested by employers.
- **Use Trusted Learning Platforms**
 - Examples include Coursera, LinkedIn Learning, Google certificates, and Government-supported learning resources.
- **Set a Learning Schedule**
 - Even 30–60 minutes per day can help you complete a course in a few weeks.
- **Add Completed Courses to Your Resume**
 - List them under "Training" or "Professional Development."

💡 **Quick Check**

Ask yourself:

- Have I learned at least one new skill in the past 3 months?
- Is there a free course that can help me reach my career goal?
- Have I added my new training to my resume or LinkedIn?

Free Online Courses & Learning Platforms

 **Grow with Google / Google Career Certificates** - <https://grow.google/certificates>

Job-focused online training in IT support, data analytics, project management, digital marketing, UX design and more (courses available online)

 **Coursera (Free Audit or Financial Aid) Courses from top universities** - <https://www.coursera.org/>

Topics like career skills, data science, language, business and more. You can audit many courses for free or apply for financial aid for certificates

 **edX – Free online courses from institutions like Harvard, MIT** - <https://www.edx.org/>

You can audit many courses for free and pay only if you want a verified certificate.

 **LinkedIn Learning** - <https://ca.linkedin.com/learning/>

Offers professional skills training. While normally paid, there are free trials, and many libraries give free access as well.

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)

- **Kitchen Staff / Bun Maker / Server / Store Manager** – Open to candidate from all backgrounds. Fluent in Chinese & English
- **Receptionist & Administrative Assistant** – Open to candidates with office admin experience. Fully on-site in Scarborough, part-time 5-8 PM, Monday to Friday
- **Admin Assistant, Learning Coach** – Open to candidate from all backgrounds. Fully on-site in Scarborough, part-time around 25-30 hours per week, including weekends

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

Additional Opportunities – TTC Summer Student Program

TTC looking to hire more than 300 students from a variety of post-secondary programs for various jobs across the commission. Jobs range in various departments and functions, from Clerical and Admin, to Technical and Mechanical, Specialized Operations, Maintenance and so much more.

Summer Student Program Eligibility:

- Available to work from May 4, 2026 to August 22 or August 28 2026 (depending on position); students are required to work for the full duration of the term
- Legally authorized to work in Canada
- A full-time student, enrolled in Winter 2026 academic term, at an accredited Canadian post-secondary institution and must be returning to their studies the upcoming fall term.
- Any additional requirements listed in each of the job postings.

Learning more: <https://torontolip.com/resources/resource/ttc-summer-student-program/>

Regards,
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