

**From:** Jessica Yuen  
**Sent:** January 12, 2026 2:04 PM  
**To:** Youth Employment  
**Subject:** TCCSA Youth Employment Program Newsletter - January 2026  
**Attachments:** Job Description - Administrative Assistant, Learning Coach .docx.pdf; Receptionist & Administrative Assistant - Boxing.docx; Patient Success Specialist\_MUV Therapy Physio.docx

Hi Participant,

Happy New Year! Welcome to the January 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.



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### 🌟 Topic of January – Understanding AI in Hiring: How to Make Your Resume Stand Out

Did you know that many employers now use **Artificial Intelligence (AI) tools**, also called **Applicant Tracking Systems (ATS)**, to screen resumes before they reach a human? Understanding how these systems work can help you increase your chances of getting noticed and landing an interview.

#### 💬 Why This Matters

AI systems scan resumes for keywords, qualifications, and relevant experience. If your resume doesn't match the employer's criteria, it may never be seen by a hiring manager—even if you're highly qualified!

Using the right keywords and formatting your resume effectively can help:

- Ensure your skills are recognized by AI tools
- Increase the likelihood of being selected for an interview
- Make your resume more readable for hiring managers



### Tips for Optimizing Your Resume for AI Screening

#### 1. Identify Keywords in the Job Posting

- Read the job description carefully. Highlight words that describe required skills, qualifications, and tools.
- Include these exact terms in your resume where relevant.  
*Example: If the posting asks for “customer service experience,” use that exact phrase instead of “helped customers.”*

#### 2. Use Standard Job Titles and Phrases

- Avoid creative or uncommon job titles—AI may not recognize them.  
*Example: Use “Administrative Assistant” instead of “Office Boy / Girl.”*

#### 3. Keep Formatting Simple

- Use standard headings like “Work Experience,” “Education,” and “Skills.”
- Avoid tables, graphics, or unusual fonts—these can confuse AI scanners.

#### 4. Include Both Hard and Soft Skills

- Hard skills: software, certifications, technical abilities (e.g., Excel, Python, bookkeeping).
- Soft skills: teamwork, communication, problem-solving—especially if mentioned in the job description.

#### 5. Tailor Each Resume

- Adjust your resume for each job application, using the keywords and requirements from the posting.
- This increases the chances that AI systems and hiring managers see your relevant experience.



### Quick Check

Before submitting, ask yourself:

- Does my resume use the same words as the job posting?

- Is it easy for both AI and humans to read?
- Does it clearly highlight my skills and achievements?

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#### 📖 Recommended Reading:

##### 📌 How To Write Your Applicant Tracking System (ATS) Resume

[Indeed Canada](#)

Article with practical tips on formatting, keywords, and making your resume ATS-friendly

##### 📌 Get Your Resume Seen with ATS Keywords

[Indeed Canada](#)

Article explaining how to find and use role-specific keywords from job postings

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#### 📁 TCCSA is Here to Help You Build an AI-Friendly Resume

Need help identifying keywords, formatting your resume, or tailoring it for a specific job? 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 leads
- ✓ Ongoing support for youth aged 15–30, including newcomers and racialized youth

Whether you're preparing for your first interview or looking to improve your technique, we're here to help every step of the way.

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#### 📌 Job Openings for This Month



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

- **Admin Assistant, Learning Coach** – Open to candidate from all backgrounds. Fully on-site in Scarborough, part-time around 20-25 hours per week, including weekends
- **Receptionist & Administrative Assistant** – Open to candidates with office admin experience. Fully on-site in Scarborough, part-time 5-8 PM, Monday to Friday
- **Patient Success Specialist** – Open to candidates with customer service experience. Fully on-site in Mississauga, part-time around 20-25 hours per week

📌 If you find yourself a good candidate, contact us at [yrr@tccsa.org](mailto:yrr@tccsa.org) to apply!

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### Additional Opportunities – Statistics Canada 2026 Census

Participants may be interested in the Statistics Canada 2026 Census, which is hiring approximately **32,000 people** across Canada for supervisory and non-supervisory positions.

- This is an external opportunity not affiliated with TCCSA.
- Apply now: [census.gc.ca/jobs](https://census.gc.ca/jobs)
- Feel free to share this opportunity with friends and family!

Regards,

Jessica Yuen | Job Developer  
Youth Employment Service

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