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**Sent:** October 1, 2025 12:49 PM  
**Cc:** Youth Employment  
**Subject:** TCCSA Youth Employment Program Newsletter - October 2025  
**Attachments:** IT Infrastructure Technician - Cable Line.docx; Sales Representative - Eyewear Shop.docx

Dear Participant,

Welcome to the October 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 October - Writing a Resume That Speaks to Your Target Employer**

Did you know that employers often spend less than 30 seconds looking at each resume? That's why it's important to create a focused, personalized resume that clearly shows why you're a great fit for the job.

Employers often receive dozens, even hundreds of applications for a single job.

The key is **targeting**. A strong resume isn't just a list of what you've done, it's a snapshot of how you fit this job, at this company, right now.



A lot of people use the same resume for every job they apply to. **Big Mistake.**

Employers can tell when your resume is generic and they're less likely to call you back. When your resume is targeted, it shows the employer that:

- You understand what they're looking for
- You've taken the time to learn about their company
- You're serious about the role

💡 **Real Talk: What Does "Targeted" Mean?**

Let's say you're applying to a retail sales job.

Instead of just listing:

? "Volunteered at school event"

You could write:

? "Helped organize a school fundraising event that raised \$1,200; greeted guests, managed cash table, and worked with a team of 5."

That tells the employer you have experience in customer service, handling money, and teamwork with **skills that matter for retail.**

Another example, if you're applying for a warehouse or logistics job, and you helped your family move, say:

? "Assisted with lifting and organizing heavy furniture and boxes during a family move, followed safety instructions and worked in a team."

Even **simple life experiences can be framed professionally** when you know what the employer is looking for.

**✓ Tips to Make Your Resume Work for You:**

1. **Tailor It to the Job**  
Use the job posting like a checklist. Highlight the skills and experience the employer is asking for using their language.
2. **Keep It Focused and Clean**  
Stick to 1 page if you can. Use clear sections (Summary, Skills, Experience, Education), professional fonts, and no flashy designs.
3. **Think Like a Recruiter**  
What would you want to see if you were hiring someone? Focus on achievements, not just responsibilities.
4. **Include Keywords from the Job Posting**  
Many companies use software (Applicant Tracking Systems) to scan resumes. Including the right words helps your resume get seen.
5. **Highlight Transferable Skills**  
Don't worry if you don't have direct experience. Skills like communication, teamwork, problem-solving, and customer service matter in almost every job.



**📖 Recommended Reading:**

To help you explore smart, budget-friendly hiring strategies and available supports, here are two insightful, freely accessible articles:

**📌 Building a Resume for Job Hunting in Canada: Useful Tips**

[CIC News](#)

Great for understanding what Canadian employers expect: formatting, including volunteer work, and tailoring your resume.

**📌 Tips to Make Your Resume Stand Out**

[University Canada West \(UCW\)](#)

Good for soft skills, clean layout advice, and what to remove to keep your resume sharp.

**📦 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)*

- Cable Installation Technician – Hands-on role installing and relocating network equipment
- Sales Representative – Customer-facing role in an eyewear shop, ideal for candidates with sales and communication experience

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

Regards,  
Jessica Yuen | Job Developer  
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