

# Employment Assistance Program

## *What is the EAP?*

The MFRC Employment Assistance Program is designed to assist civilian spouses and families of CF members in acquiring skills, resources and networks that allow them to participate in the work force.

## *Do you need...*

- ❑ Information and support?
- ❑ Writing /updating resume?
- ❑ Interview techniques?
- ❑ Job search skills?
- ❑ Networking with community resources?
- ❑ Referrals to community services, agencies and programs?
- ❑ Database of local job opportunities?

- ❑ Career resources?
- ❑ Workshops on job search topics?
- ❑ Workshops on starting your own business?
- ❑ Collaboration with other MFRC services and resources?
- ❑ Career counseling?
- ❑ Computer and Internet access?

## **This is how we can help you!**

We offer services in:

### **Career Counseling**



We have a certified job coach available to assist you with your career options. Also computer access to career programs located on-site to assist in assessing your skills and suggesting career options.

### **Resumes**

Learn how to do your own resumes or let our professionals help you create a winning resume.



### **Interviews**



There are many questions asked during an interview. Understanding the reason behind the questions helps you to develop the proper answers to win you that job.

### **Job Search**



Find out about the hidden job market and learn how to tap into these resources.

### **Resources**



We have a number of reference and resource books on resume writing, interview skills, job search skills, writing cover letters, starting your own business, and University/College calendars. You can sign out these books to assist your career planning.

### **Contacts**



We maintain a database of the local businesses and community agencies, including HRDC's Job Bank, to assist in job search.

## Work Placements

We have knowledge of local businesses and contacts regarding placement opportunities for work experiences.



## Workshops

We offer on-going training workshops in a number of areas including:



- Resume Writing
- Portfolio Development
- Interview Skills
- Writing Cover Letters
- Entrepreneur/Homepreneur
- Marketing for Small Business
- Market Research
- Computers
- ... And more

## “Jump Start”

Let us know in advance that you are posted to our area. Your job search can start right away! Learn about job prospects before you move!



*We*  
**are here to assist**  
*you!*

*Got Questions?*



*Get Answers!*

Call today ...  
Ask for Valerie,  
your employment assistant coordinator

**519-538-1371 ext. 6509**

**Military Family Resource Centre**

**MILITARY FAMILY  
RESOURCE CENTRE  
MEAFORD**



*Employment  
Assistance  
Program*

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