



## Area of Focus

### Resume Building Tips!

1. **Use lists instead of sentences** -When writing about your skills or responsibilities in past work positions, avoid writing in paragraph form and use bullet points instead. This makes your resume easier to read, which employers appreciate!
2. **Use “no space” formatting** - **At the top of your word document there are options for formatting.** Clicking the “no space” option allows you to fit more items on your resume by getting rid of unwanted blank space.
3. **The little things matter!** - Don't forget to include things like sports teams, community groups, and volunteer work on your resume. Volunteering can be anything from assisting a teacher with something extra beyond class time or contributing to an event in the community.
4. **Have someone proof read it** - There are some grammar mistakes that even spell-check won't catch. Make sure you are using the right “their” or “your” and have a parent or teacher look it over to catch something you may have missed.
5. **Use capital letters for proper nouns such as job titles and agency names** - ex. Line Cook at Burger King

## Upcoming Events

### Job Shadow Applications Due - March 6

Don't miss this chance to meet with a professional 1 on 1 to find out what their career really looks like day to day.

### UofL Registration Workshop - March 14<sup>th</sup>

Registering for classes can be tricky, but the UofL will be coming to LCI over lunch to assist with any and all questions or concerns.

### Off Campus Education- Experiential Career Learning Opportunity- March 14<sup>th</sup> and 15<sup>th</sup>

Students register to have hands on training in one of the four available trade groups.

For more info contact: Andrew Krul- 403-894-0375

[andrew.krul@lethsd.ab.ca](mailto:andrew.krul@lethsd.ab.ca) or

Jaye Swanson – 403-892-7884

[jaye.swanson@lethsd.ab.ca](mailto:jaye.swanson@lethsd.ab.ca)

### Programs and Services Fairs:

**March 5** (University of Lethbridge)

**March 21** (Lethbridge College)

These post secondary institutions will be set up in the cafeteria over lunch to answer questions about your program of interest!

## Planning for Post-Secondary - Grade 12 Checklist

<https://alis.alberta.ca/explore-education-and-training/plan-your-education/planning-for-post-secondary-grade-12-checklist/>

### Create a Mypass Account

myPass an Alberta Education self-service website for students to:

- Order high school transcripts in English or French
- View diploma exam marks
- Register to write or rewrite diploma exams with online payment
- View and print Detailed Academic Reports (DAR)
- View progress towards a credential (diploma or certificate)
- Order additional copies of an awarded credential in English or French
- Receive notifications for important messages

Create an education account to get started [HERE](#)

If you need help see Career Practitioner Robyn Kalau in the Wellness Centre

### Apply for scholarships

Make sure your transcripts have been sent by checking your Transcript Verification Report. See your school counsellor for details.

Continue to search and apply for [scholarships](#) and other possible sources of financial aid.

### Complete Post Secondary Application

- Make a master copy of all of your information then you can copy and paste sections into scholarships instead of retyping everything all the time
- Type in a word document first to spell check and edit
- Save and save often
- Have someone read it over before submission
- Fill in all required information
- Use **N/A** if sections do not apply
- Do not repeat yourself when answering questions
- Answer questions clearly and concisely
- Check deadlines carefully
- There is a difference between postmarked and received by when sending applications in via mail

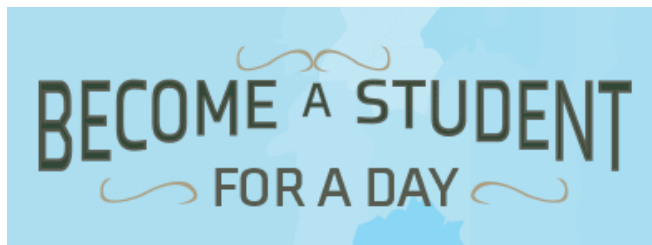
### Order your [high school transcripts](#)



[www.applyalberta.ca](http://www.applyalberta.ca)

ApplyAlberta is an online application and transcript transfer system that anyone can use to apply to undergraduate programs at one or more of Alberta's post-secondary institutions.

### Apply for campus residence ASAP if needed



## Lethbridge College

The next available session will run February and March 2019. For inquiries, please contact [info@lethbridgecollege.ca](mailto:info@lethbridgecollege.ca) or call Recruitment Services at 403-320-3322. Or click on the following link:  
<https://www.lethbridgecollege.ca/student-for-a-day>

## University of Lethbridge

We'll pair you with a student volunteer in the program you're interested in, and you'll attend classes, labs and even go for lunch (on us, of course).  
<https://www.uleth.ca/future-student/be-student-day>

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## Scholarships

### Websites

<https://alis.alberta.ca/>  
[www.yconic.com](http://www.yconic.com)  
[www.scholarshipscanada.com](http://www.scholarshipscanada.com)  
[www.scholartree.ca](http://www.scholartree.ca)

### Featured:

Retail Education Scholarship Program  
Deadline April 1, 2019

Knowledge First Financial Graduate Scholarship-  
Deadline May 27, 2019



**This website is an amazing research tool for career development!**

Resources available through this site include:

- Personality and interest surveys
- Detailed occupation descriptions including salary and work environment
- Post secondary programs associated with each occupation, including length, tuition cost, and required high school courses for admission.
- Budgeting outlines
- Resume and cover letter assistance

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## Programs and Services Fairs!

The following post-secondary institutions are coming to LCI and will be setting up booths in the cafeteria over the lunch hour to answer all your questions! Students can interact with faculty from their program of interest and get their questions answered.

**University of Lethbridge - March 5, 2019 10:45am-12:30pm**

**Lethbridge College - March 21, 2019 10:45am-12:30pm**

**Feel free to come and visit me in my office with any questions!**

**Robyn Kalau**

Career Practitioner

[Robyn.kalau@lethsd.ab.ca](mailto:Robyn.kalau@lethsd.ab.ca)