

NEW WESTMINSTER



Office Hours:
 Monday/Wednesday/Friday
 8:30 am – 4:30 pm
 Tuesday / Thursday
 8:30am - 6:00pm

DISABILITY EMPLOYMENT MONTH

Welcome to the fall newsletter. As we draw to the close of BC Disability Employment Month, it's a good time to raise awareness of the support we provide to people who are facing additional barriers to employment. Between April 2021 and March 2022, nearly 4,600 people with disabilities were supported by WorkBC through their first year of employment.

At the New Westminster Centre, we work closely with people with disabilities in their career journey. Our Customized Employment Specialist, Jotika, provides the ongoing support that clients need to reach their employment goals. The support we provide doesn't stop when they gain employment. We are here to help them be successful in the workplace. Whether it's training, work placements or job coaching our supportive staff is here for you.

In the words of one of our clients, "I thank WorkBC for all the support they have provided me in finding work and preparing to start. I look forward to starting my job, being successful and contributing to society. I am glad that WorkBC programs are here to support people who are searching for employment and improving the quality of their lives".

WorkBC centre

**B.C. Disability
 Employment Month**

Canada  BRITISH COLUMBIA
 This program is funded by the Government of Canada and the Province of British Columbia.



Conversations with Chris - The Cover Letter and why it's important!

Are cover letters necessary? I've been asked by clients multiple times who wondered whether their cover letter would actually be read. My answer is one not many of them wanted to hear: "sometimes." Sometimes it will be read. Other times, you can get away with just sending in your resume - like when you network your way into applying for a position. The truth is, you can't really predict on a case-by-case basis - and you're better to be safe than sorry. For the most part, having a cover letter will give you an upper hand in ways your resume doesn't. It allows you to show off your writing skills, provide details that you couldn't fit on your resume, demonstrate your passion, and show your willingness to put in as much time and effort as possible. If you've ever rolled your eyes or balked at an application that required a cover letter, this article is for you. We'll go over how to write a cover letter to help you perfect your own.

What is a Cover Letter?

A cover letter is a written document addressed to an employer by a job applicant, explaining why they're interested in and qualified for an open position. This document can come in the form of an email, MS Word document, or similar application template offered by the employer. Seems fairly basic, right? Cover letters can hold different levels of importance to an employer depending on the industry you're in and the job you're applying for. Many employers and hiring professionals I've spoken to say sending a cover letter along with your resume boosts your chance of landing the role. If you do plan to write a cover letter, keep in mind there are certain qualities it should have.

What to Include in a Cover Letter

So, what should you include? Pay attention to the following elements - all of which should shine through in the letter you send to your future manager.

Greeting

Using "To Whom It May Concern" is okay, but you may want to take the time to research the name of the recruiter or hiring manager online. If you do your research and aren't confident you found the right name, then you should definitely use an Industry Job Title or human Resources Department - but if you are sure, then it shows you put in the effort to find their name and it will catch the recruiter's eye. If you have the recruiter's name, do you greet them by their full name, or by their courtesy title (i.e. Mr., Ms., or Mrs.)? It's always safer to go with the full name than make an assumptions.

Paragraph 1 - The Introduction

Your opening paragraph should, in 1-3 sentences, state why you're excited to apply and what makes you the perfect candidate. Get right to the point, explaining where you found the posting



..... **cont'd**

or who you know at the company. This isn't a place to go into detail about why you're a great candidate - that's for the second paragraph. Here, simply list a few key reasons in one sentence to set up the rest of your letter. Keep in mind that the recruiter may cross-reference your cover letter with your resume, so make sure the two sync up.

Paragraph 2A - Why You're a Great Fit for the Job

Next, sell yourself and your experience by choosing one or two concrete examples that show why you're a great fit for the position. What did you do at a previous company that gave you relevant experience? Which projects have you worked on that would benefit the new company? How will your prior experience help this company grow? Stay humble in your explanation of credentials while still showing that you would be an asset to the team. Use this paragraph to show you're genuinely excited and interested in the position.

Paragraph 2B - Why the Company Is a Great Fit for You

While it's certainly important you're a good fit for the job, it's also important that the company is a good fit for you. A cover letter typically describes why you're great for a company - but how will you benefit from getting hired? They want to know why our company appeals to you, and how it will be a mutually beneficial working relationship. In the third paragraph, show you're serious about growing and developing your career at this new company. What impresses and excites you about the company? Is there something that you feel strongly about that aligns with the company's goals?

Paragraph 3 - Strong Closer and Signature

Don't lose momentum in the final few sentences of your cover letter - it's important to finish strong. Be straightforward about your interest and enthusiasm about the new position, and tell them you're available to talk about the opportunity at any time. Be sure to include your phone number and email address. At this point, the ball is (rightly) in the recruiter's court to decide how to follow up. Last but certainly not least, thank them for their time and consideration. Use a formal sign-off like "Best," "All the best," or "Sincerely," and finish by typing out your full name.

Write a Winning Cover Letter

In closing writing a cover letter is about being genuine and making sure you are focused on what the employer is looking for. Don't hesitate to spend a lot of time writing and editing it. Or, ask a friend, family member, or employment services professional to read it over and give you feedback. The more of your personality put into your letter the more you will stand out from the crowd and that can make all the difference.

Chris is a facilitator with WorkBC Centre New Westminster, and leads workshops with clients on resumes, cover letters & career exploration.



Community



Orange Shirt & the National Day of Truth and Reconciliation is September 30th. To learn more about the significance of the day & how we can better educate ourselves about the trauma faced by indigenous communities, visit [angeshirtday.org](https://www.angeshirtday.org). There are a number of videos to educate you on the history.

National Day for Truth & Reconciliation, Sept. 30th. Join the Spirit of the Children at Westminster Pier Park for a ceremony to honour the lost children & survivors of residential schools. Ceremony starts at 3:00pm.



What's Coming Up in the fall at WorkBC Centre New Westminster

- Sept. 30th - National Truth & Reconciliation Day - Office closure
- Oct./Nov. - Resume Cover letters & Career Exploration Workshops
(Check WorkBC Centre's New Westminster calendar for up-to-date info)
- Oct. 10 - Thanksgiving- Office Closure
- Oct. 19- New West Public Library & WorkBC Workshop Job Search Drop-In
- Oct. 26 - Labour Market Info & Career Exploration Workshop at the Welcome Centre
- Nov. 11 - Remembrance Day - Office Closure
- Nov. 16 - New West Public Library & WorkBC Workshop Job Search Drop-In
- Nov. 23 - Tools for Job Search/ WorkBC Services at the Welcome Centre



FIND OUT MORE ABOUT THE WORKSHOPS WE OFFER. VISIT OUR WEBPAGE & GO TO THE CALENDARS TAB. [WORKBCCENTRE-NEWESTMINSTER.CA/CALENDARS/](https://www.workbccentre-newwestminster.ca/CALENDARS/)

Did you catch our events team out & about in Community this summer?

It was a very busy summer & a fun time being out in community during the Farmer's Market, New West Car Free Day, the Hyack End of Summer Festival, Uptown Days & more. We'll be out & about in the fall so watch for us & if you see us come by & say hi. We might have some swag to give away!



B.C.'s annual Disability Employment Month is this September! WorkBC Centres provide employment services and supports for people with disabilities. For additional resources visit [this link](#).

WorkBC Centre

B.C. Disability Employment Month



120%

Inclusive companies are 120% more likely to hit financial targets.

(From: <https://disabilityinclusion.ca>)



21,000

***In 2021/22, almost 21,000 people with disabilities accessed WorkBC employment services and supports.**



1.4M

***In 2021/22, more than \$1.4 million has been provided through Community and Employer Partnerships (CEP) projects with over 260 participants with disabilities.**



4,600

***In 2021/22, nearly 4,600 people with disabilities have been supported by WorkBC through their first year of employment.**

***Between April 2021 and March 2022**



This program is funded by the Government of Canada and the Province of British Columbia.



Hot Jobs:

- ICBC - various jobs available
- AMAZON - Warehouse associates
- Prospera Credit Union - Customer Service Specialist
- School District #40 - TOC
- BC Infrastructure Benefits - Skilled Trades
- City of New Westminister - Food Services Coordinator
- WorkSafeBC - Clerical Opportunities
- Randstad - Light Industrial



All positions are active as of the date posted. For information and details please contact our office.

CONNECT WITH US

Visit our Digital Inclusion Hub for one-on-one digital learning support.

Open Mondays, Wednesdays, Thursdays (Drop-in) and Fridays from 9:00AM - 3:00PM.

40 Begbie Street, New Westminister, BC V3M 3L9
604-396-5514

Visit our website for more info!

SCAN ME

www.digitalinclusionproject.org

Purpose Society's Digital Inclusion Hub provides access to Internet, devices, and one-on-one technology support.

You can visit them to learn more about navigating the web, practicing your computer and cell phone skills, and applying for housing, work, and education programs.

www.digitalinclusionproject.org

"I am so glad and grateful that I came for help to your office. You were so accommodating and understanding. You guided and help me all throughout." Client Testimonial

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