

# If the job suits your fancy, go after that interview

By PATRICIA D'SOUZA and JENNIFER LUSBY  
Herald Special

When you hear of a job that's open, or read about one in the classified section, the best thing to do is to phone immediately for an interview. Sometimes, however, you must respond in writing. If this is the case, send your resume along with an application letter.

An application letter can be thought of as an introduction to an employer. Because first impressions are important, make sure your letter is as neat as possible. Type the letter keeping in mind that it speaks on your behalf. The letter should be brief and follow the standard business letter format. You should mention the ad you are replying to and list at least two qualifications that you think would make you suitable for the position. Make sure you include your phone number and suggest to the reader to contact you for an interview.

For a more general letter to a company that has not advertised for help, follow the same format and state the kind of job you're looking for. Once again, mention at least two qualifications that would be valuable to that particular firm.

If you can, try to address your letter to a specific person. You may want to phone to find out who is in a position to hire you. It's always a good idea to ask for the

proper spelling of that person's name and title.

If you have any questions about writing an application letter or have any general inquiries, please feel free to contact the Canada Employment Centre for Students at 877-7751 or 877-7797. We are open from 8:30 a.m. until 4:30 p.m. Monday to Friday at 232 Guelph Street in Georgetown. For those students in Acton, we will be at Acton High School on Fridays from 11 a.m. until 1:30 p.m. A current job book will

be available during regular school hours at the high school Mondays to Fridays.

28 Guelph St.  
Georgetown, Ont.  
**877-9896**  
Division of Halton  
Floor Fashions Ltd.



**Feeding Friday**

It was Bird Feeder Friday at the Halton Hills Civic Centre last week. The bird day was so named in honor of the bird feeder placed on the site during Environment Week. Here, town operations manager Ted Drewlo (left) and town councillor Robert Heaton (right) look on while Regional Coun. Joe Hewitt adds some fuel to the feeder. (Herald photo)

## Residents want pathway paved

George Kennedy Public School would like to see a pathway paved by the Town of Halton Hills through Joseph Gibbons Park in Georgetown.

"The purpose of this walkway is to transfer the flow of student walkers across the park rather than across the sidewalk at the entrance to our school's parking lot," wrote vice-principal Larry Ciglen to the town May 9.

The park route has been used by students avoiding vehicle traffic since September, Mr. Ciglen says, and the children must walk through mud when there is wet weather.

The walkway, if approved by

town council, would join with a walkway to be constructed by the Halton Board of Education this summer.

*Elizabeths Fashions*  
*Bridal Boutique*  
77 Main Street South  
Downtown Georgetown  
873-1470

**NISSAN NORTH END NISSAN**  
610 MARTIN STREET  
MILTON, ONTARIO  
878-4137

**the HERALD MUSIC TRIVIA CONTEST**

You Could Win **\$25<sup>00</sup>**  
A Gift Certificate Valued At .....

LAST WEEK'S WINNER \*\*\*\*\*  
JOEL SLOFSTRA  
GEORGETOWN

**QUESTION:**  
Who Sang "Maggie May?"

**ANSWER:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE No.:** \_\_\_\_\_

Deadline For Entries: Monday at Noon

Please Send Your Entries To:  
**the HERALD**  
45 GUELPH ST. GEORGETOWN L7G 2Z8

PRIZE COURTESY OF:  
**RECORDS D&B TAPES**

232 GUELPH ST. (Guelph St. Plaza) GEORGETOWN  
Corner of Hwy. 7 and Mountainview Rd. (416) 873-1773



## SUMMER COOKOUT SPECTACULAR CHARITY B-B-Q BURGER DAY

Buy a Burger for 50¢ or buy a case of tasty Burgers \$7.75 and 50¢ will be donated to

**ILEITIS & COLITIS FOUNDATION**  
SATURDAY, JUNE 17th



New York Striploin <b>SUPER STEAKS</b> <b>\$19.95</b> 6 x 6 oz.	M & M's Own <b>TASTY BURGERS</b> <b>\$7.75</b> 20 x 3.2 oz.	Boneless - Skinless <b>CHICKEN BREASTS</b> <b>\$17.97</b> 3 lb. Case	Heat 'n' Serve All White Meat <b>CHICKEN NUGGETS</b> <b>\$10.95</b> 3 lb. Case
McCain <b>PEPPERONI PIZZA</b> <b>\$12.99</b> 30 x 5 inch. Case Supermarket Comparison \$26.18	Aunt Jemima Plain or Blueberry <b>WAFFLES</b> <b>\$8.49</b> 64 per Case	Fresh - Extra Lean <b>BACON</b> <b>\$4.98</b> Case \$1.66/lb.	Bacon-Wrapped <b>FILET MIGNON</b> <b>\$12.99</b> 6 x 4 oz. <b>\$5.79</b> 10 oz. Portion
100% Pure No Additives - No Seasonings <b>BEEF PATTIES</b> <b>\$8.45</b> 18 x 3.2 oz.	Super-Trimmed Bar-B-Q Ready <b>BABY BACK RIBS</b> <b>\$12.99</b> 3 lb. Case	'Roadhouse-Style' Tips Removed <b>CHICKEN WINGS</b> <b>\$9.49</b> 4 lb. Case	Pre-Cooked <b>OKTOBERFEST SAUSAGE</b> <b>\$9.99</b> 3.3 lb. Case

**SALE ENDS SUNDAY JUNE 18th**

**OPEN 7 DAYS**  
"Canada's largest specialty frozen food chain."

**GEORGETOWN**  
211 Guelph St. (Hwy. #7)  
Phone 873-2151

**HOURS:**  
Sunday 11 a.m.-5 p.m.  
Mon.-Wed. 9 a.m.-6 p.m.  
Thurs.-Fri. 9 a.m.-9 p.m.  
Saturday 9 a.m.-6 p.m.

**MY GENERATION**  
"Fashions For The Young At Heart"  
115 MAIN ST. S., GEORGETOWN  
AT LOSS FATH KNOX CHURCH 873 2851

**GEORGETOWN SPA & FITNESS CENTRE**  
"EXCLUSIVELY YOURS"  
877-1924

*Petals Ladies' Fashions*

**NORTHVIEW CENTRE**  
211 Guelph St.  
Georgetown  
**877-9218**