# 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 though mud when there is wet w ther.

The walkway, if approved by

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

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

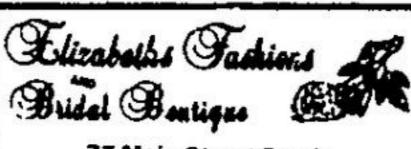
By PATRICIA D'SOUZA and JENNIFER LUSBY

**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



77 Main Street South Downtown Georgetown 873-1470



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name and title.

If you have any questions about writing an application letter the 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

proper spelling of that person's be available during regular school hours at the high school Mondays to Fridays.



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