

## Your Guide to Employment and Training Opportunities

# JOB & CAREER SEARCH

### OAKVILLE BASED MARKETING COMMUNICATIONS FIRM REQUIRES...

#### Account Manager

A growing agency with a dynamic list of clients is looking for a full time Account Manager who thrives on over zealous deadlines. Candidate will have a minimum of 5 years Account Management experience, superior knowledge of integrated marketing communications, a passion for developing Strategic Promotional campaigns and print production.

#### Administration/Accounting Support Person:

Immediate opening for a full-time administrative assistant/accounting support person. Strong organizational and computer skills required along with excellent written and oral communication skills. Proficiency in Excel, WORD and PowerPoint a must. Duties to include general office and clerical duties along with invoicing, purchasing, and collections. Familiarity with Simply Accounting an asset.

Please submit your cover letter & resume to [info@blazingdesign.com](mailto:info@blazingdesign.com)

IGNITE YOUR CAREER - THE BLAZING WAY

BLAZING



# A Lesson in Thank-You Letters

(MS) —After a job interview, what is the first thing you should do? Write a thank-you note. It's a common courtesy and shows your interest in the position. You should send a thank-you letter as soon as possible (preferably within 24 hours, but no later than a week) after your interview.

The jury is out on e-mail versus handwritten thank-you notes, so use your discretion when deciding what to do. More formal organizations or people might prefer a handwritten thank-you note. But if you know a hiring decision is imminent, or the company communicates solely through e-mail, an e-mail thank you could be the way to go. You can always follow up an e-mail thank you with a handwritten note.

When writing your letter, thank the person with whom you met, and reinforce the fact that you want the job. You can also restate why you want the job or highlight a few of your qualifications once more. Feel free to address anything that wasn't discussed at the interview or something you want to answer more thoroughly than you did during the interview.

You may have been interviewed by a panel of people, or spent a few hours hopping from interviewer to interviewer. Should you send a letter addressed to the group, or individual ones to all parties? Make your decision based on the formality of the interviews and the company. When in doubt, it's best to send individual notes to everyone who interviewed you. You can write similar letters, but slightly vary a sentence or two to give personalization to the note.

Before you lick the envelope or hit send on your computer, double check for spelling and grammar errors as well as review the names and titles of your interviewers. It's worth putting in this extra effort to make sure you come across competent and polished.

Framed by the rugged beauty of the Niagara Escarpment's Rattlesnake Point on the west and Nemo Point on the east, the championship course layout at Crosswinds Golf Club, along with our stately Clubhouse are designed to harmoniously blend with nature's grand design. Carved out of a majestic natural setting, the course layout takes advantage of nature's handiwork to offer a memorable challenge to golfers' of every skill level.

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Please contact Heather:  
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or **905-319-5991** x221

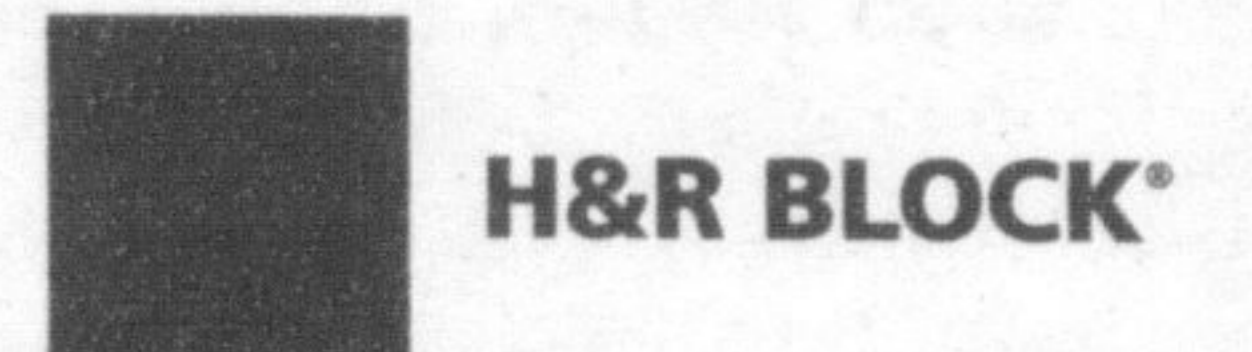
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## paulin Precision Fasteners

We are a manufacturer of fasteners located in Milton looking for:

**SHIPPER/RECEIVER**  
(VALID FORKLIFT LICENCE)

Excellent written and oral communication skills are required

**AND**

**HEADING MACHINE OPERATOR TRAINEES**

Mechanically inclined, able to set-up machine, read drawings, measure & record specs.

Please forward your resume to:  
Precision Fasteners  
470 Harrop Drive  
Milton, Ontario, L9T 3H2  
Fax: (905) 826-9276  
Email: [hr@hpaulin.com](mailto:hr@hpaulin.com)

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The next IN PAPER JOB FAIR will be published October 2007. Please contact your Classified Representative to be a part of it!

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