

February Newsletter

February 2023

Welcome to Semester 2!

Can you believe we are half way through the year! We are starting semester 2, working towards fulfilling graduation requirements, and making sure all students are set up for success as they work towards their individual goals!

We have loved having so many students in the building each day. Please continue to come in as much as possible Monday-Thursday 8:40-3:00. As well, we are here on Tuesdays and Wednesdays from 5:00-7:30 pm for those of you working or perhaps unable to come in during the regular school day.

Upcoming dates:

Early Dismissal 2:15 February 2

Teachers Convention February 16 & 17

Family Day February 20

Teacher Collaboration Day February 21

February Hot Lunch Menu!

Tuesday, Wednesday & Thursday's!

NOTES

Lunch is
on us!

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Beef Dip	2 Chicken Alfredo	3	4
5	6 Bring your own lunch	7 Cheese-burgers	8 Beef Stew	9 Chicken & Broccoli Casserole	10	11
12	13 Bring your own lunch	14 Pizza Subs	15 Roast Chicken Dinner	16 No School	17	18
19	20 No School	21 No School	22 Mini Sub's	23 Ham & Scalloped Potatoes	24	25
26	27 Bring your own lunch	28 Chili with Nachos				

JOBS! JOBS! JOBS!

Are you ready for summer
or part-time employment?



RESUME TIPS

- Did you know that 80% of resumes are rejected in less than 11 seconds?
- One page maximum as a youth; two to three pages if you have more experience.
- Create a bold header with easy-to-read fonts such as Arial, Tahoma, and Calibri.
- Font sizes: your name 16-20; headings 12-14; & body 10-12.
- Soft skills are in demand: Show; don't tell. For example describe 'Flexibility' (soft skill) by using keywords such as adapt, embrace, prioritize, develop, or being a quick learner. Example: Developed lawn care business in a local area with 5 clients.
- Write out words, e.g. Jan 2022 should be January 2022.
- Don't mess with the margins - white space is a good thing.
- Showcase your best but **NOT** all your skills.
- Read the job description; include keywords & skills in your resume.

HIRED! HOW TO GET THE ZIPPY GIG
SHEILA MUSGROVE

COVER LETTER TIPS

- Tailor your cover letter to suit the job description.
- Consider describing your past through your education and experience, plus what you are presently doing, and what you hope to obtain in your future in your first paragraph.
- In the second paragraph, include your reasons for applying while focusing on the key skills that the job description entails and that you possess.
- One page maximum.

UMBC Cover Letter Tips 2022

PROOFREAD VERY CAREFULLY!

CHECK OUT THE
WORK TRANSITIONS TAB
IN THE **HS+ WEBSITE** FOR MORE TIPS



WAITING FOR ACCEPTANCE?

- If required, update your high school marks with your institution so they can reassess your eligibility. Diploma marks are available in myPass on Feb 10, 2023.
- Institutions vary on how they want marks submitted, so be sure to read carefully or contact the institution for their process.

CHECK YOUR MYPASS
FOR FINAL FIRST
SEMESTER MARKS.
USE YOUR
PERSONAL EMAIL!



INTERVIEW TIPS

- Research the company & industry beforehand.
- Many interviews are online: continue to arrive early, dress respectfully and look at the camera.
- Give evidence of your skills & qualities.
- Consider asking them questions after your job interview:
Examples such as:
 - If I get hired today, what is one piece of advice you have for me that helps me succeed here?
 - What does success look like when working here?
- Be polite and show appreciation for the opportunity.



Battle River Alternative Centre for Education

@COSschool

For all your alternative learning needs!

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