

Akwesasne Employment Resource Center

611 State Route 37, Akwesasne, NY 13655

Tel (518) 358-3047 Fax (518) 358-1502

E-mail: aerc@srmt-nsn.gov

Website: www.myaerc.org

Resource Library

Job Hunting and Your Resume

WELCOME TO AERC! Our job board features postings from companies within a two-hour radius of Akwesasne

To make sure you are considered for any of the postings, you need to:

- Follow the company's instructions: If an employer states that to apply for a given job, you must go to their web site and enter a certain code number, please do so.
- Spell out your qualifications clearly: Pay very close attention to the specific qualifications an employer lists for a particular job, and make sure your resume contains those exact words. Tweak your resume according to the job qualifications and what you have to offer.
- Keep your resume up-to-the-minute current. Companies often pick a random pool of applicants by searching the job boards for 'most recent' qualified applicants.
- Target specific companies and visit their web sites often. The first announcement of a job opening often appears on a company's own site before it is posted anywhere else. If enough applicants turn up on the site, the employer is unlikely to look any further.



Business Hours are Monday-Thursday 8 - 5 Friday 8 - 4



This project is funded in part
by the Government of Canada.

Canada