

The City of Toronto's Employment Centres (ECs) are set up to help residents make informed career decisions to support their employment plans.

Career and Employment Information Specialists in each EC offer support with:

- Career development
- Job search coaching
- Résumé and cover letter writing
- Interview skills
- Networking techniques
- Researching occupations
- Program referrals
- Education and training options
- Budgeting and finances
- Job advancement
- Labour Market Information (LMI)
- Community resources

Staff also work with community partners and employers to help residents reach their goals and connect with local employment opportunities.

Employment Centre Resources and Services

- computers with Internet access
- laser printers, scanners, photocopiers and telephones
- job postings
- workshops and community presentations
- information on job fairs and community events
- job search and career planning books and resources
- Career Cruising (online career guide)
- typing tutorial software
- information on government services
- business directories

Staff also provide post employment supports including information and referrals about:

- child care,
- housing,
- health benefits and other supports.

