

# Job Bank for Job Seekers

## Tools to enhance your career decision making and job search

- A free bilingual service that can help you find employment
- Search Canada's largest web-based network of job ads on a secure internet site

### Job Search

Search jobs by occupation, province, area, and various other filters – no need to create an account or provide personal information.

By using the Job Bank, you are accessing a large pool of opportunities. The Job Bank posts jobs from other reputable job sites (Workopolis, Monster, Canada Post and the Public Service Commission) and employers from across Canada use the Job Bank.

### Job Match

By creating an account, you can manage up to three job profiles that can be advertised to employers in Job Bank and/or matched against existing job advertisements. These profiles are anonymous and highlight your skills using a checklist. You may be invited to apply for jobs by employers if your skills match what they are seeking.

### Job Alert

Job Alerts is a free email service notification that notifies you up to twice a day (morning and evening) when a new job posting meeting your criteria is advertised. Each email provides a list of jobs matching the job title, location, or keywords you have selected, as well as suggestions of other jobs that are related to your selections.

### Resume Builder

Once you've created a Job Match Account, you can access the Resume Builder. This tool allows you to create an unlimited number of professional resumes, providing you with different layout options, resume building helps and tips.

These resumes are stored and made accessible via the internet under your user account. They are also ready for printing and for downloading.

### Explore Careers

This tool allows you to explore career options and access labour market information.

- Complete online career navigation quizzes that can help define your interests and abilities. A list of suggested occupations is generated based on your results.
- Use the **Labour Market Information** tool to learn about wage rates, future employment prospects, and required training and skills. You can follow labour market events to understand where in Canada employment opportunities exist for you.

## **Want to know more?**

Visit [www.jobbank.gc.ca](http://www.jobbank.gc.ca) or contact your local Manitoba Jobs and Skills Development Centre to find out more.

To find the Centre nearest you:

- Call 204-945-0575 (in Winnipeg) or toll-free 1-866-332-5077
- Or visit Training and Employment Services online at <https://www.gov.mb.ca/wd/ites/index.html>