



All About Reading Job Descriptions



Have questions such as “How could I benefit from this job for my career?” or “Does my resume show how my skills and competencies would be of value to the employer?” ever come to your mind when job searching? These questions can be answered by having a good understanding of the job description.

1.Read The First Three Paragraphs About the Organization Thoroughly.



You will have a good understanding of the company’s mission, values, and work environment from the first three paragraphs of the job description. This requires patience, time, and attention to details. From these aspects of the organization, you can understand what’s important to the employer. **Does the employer value diversity in the workplace?** Many employers make very clear statements about diversity, and this may result in a more welcoming environment. The work environment is important to job satisfaction. **Does the employer offer ongoing training and development?** You will likely find these answers from the first three paragraphs about the organization.

2.Read The Required Qualifications, Skills, And Responsibilities.



Make sure you know what the employer is looking for. Job duties, educational requirements and experience obtained should be covered in your application. Here is some advice from professionals who screen and hire applicants:

- ♦ “People fail to recognize the skills they bring to a workplace in addition to the required qualifications. These skills may have come from life experiences, volunteer work, or the roles they play in the family or their community.”
- ♦ “Immigrants bring adaptability and diversity. What skills are needed to plan and immigrate to another country? Even unrelated work and volunteer experiences develop skills such as organization, communication, reliability, and punctuality. A good resource that helps you to identify your skills is the book *What Color is Your Parachute?* by Richard Nelson Bolles.”

3.Pay Attention to All Additional Information.



You will find additional information such as the application method, the deadline, and the salary range towards the end of the job description. Some organizations give internal preference during the hiring process! Naturally, you should tailor the resume and the cover letter to the specific job description. You can find an article about how to prepare a perfect resume from our previous issues. In addition, check out the following link: ***How to rewrite your resume to keep pace with the job description*** <https://www.jobscan.co/blog/ats-resume/>. You’ll also find more tips on reading job descriptions at: <https://www.flexjobs.com/blog/post/how-to-read-job-descriptions/>.

By Luting Zhang & Fiona Zhang

Resourceful links:

<https://www.zippia.com/advice/reading-job-descriptions/>
<https://www.thebalancemoney.com/resumes-6265526>
<https://resumegenius.com/blog/resume-help/accomplishments-for-resume>

Quiz

1. First things to do after you arrive in Canada ____

- a. Find your accommodation and get your SIN (Social Insurance Number)
- b. Open a bank account, get your health card and a local SIM card
- c. Get free support from Canadian Settlement services
- d. All of the above

2. Where would you go to get a driver's license in Nova Scotia?

- a. Halifax Regional Police
- b. Access Nova Scotia
- c. Department of Service Nova Scotia
- d. Car dealerships

3. You can dial ____ for non-urgent health-related issues and questions

- a. 211
- b. 511
- c. 711
- d. 811

4. You can find help with language training and job searching from ____

- a. Settlement agencies
- b. Department of Community Services
- c. Municipal Services and Information
- d. Canada Revenue Agency

5. Where can you find local settlement agencies?

- a. Halifax Public Libraries website <https://www.halifaxpubliclibraries.ca/>
- b. Immigrant Services Association of Nova Scotia (ISANS) website <https://isans.ca/>
- c. Nova Scotia Immigration <https://novascotiainmigration.com/>
- or IRCC's website <https://www.canada.ca/en/immigration-refugees-citizenship.html>
- d. Service Canada website <https://www.canada.ca/en.html>

6. Volunteering in Canada can help you ____

- a. Learn the Canadian culture and network with your community
- b. Practice English
- c. Gain valuable experiences
- d. All of the above

7. What would you need to have for cold Canadian winters?

- a. Winter jackets, hats, and scarves
- b. Winter shoes, or boots
- c. Mitten or gloves
- d. All of the above

8. You can have your English assessment for Government-funded English Programs at ____

- a. Learn English Nova Scotia (LENS)
- b. Immigrant Services Association of Nova Scotia (ISAN)
- c. YMCA of Greater Halifax/Dartmouth
- d. Halifax Public Library

9. What to do to get a job if you don't have Canadian work experience?

- a. Tailor resume to each specific position, and highlight your transferable skills
- b. Expand your professional network
- c. Gain experience by volunteering , and try an entry-level position
- d. All of the above

10. What are some tips to help you save money on food and groceries?

- a. Prepare a shopping list and stick to it
- b. Explore weekly flyers and deals and stock up on sale items
- c. Buy local and seasonal produce
- d. All of the above

Answers: 1.d; 2.b; 3.d; 4.a; 5.c; 6.d; 7.d; 8.a; 9.d; 10.d

Useful Links

1. How to small talk and make friends

<https://youtu.be/IQK0Gcg7MpQ>

2. DIY Watering Drip System for Plants

<https://youtube.com/shorts/Rq0RUqEfu2g>

3. Beginner-friendly crochet doily coaster

<https://youtu.be/kzwwmMPRjBk>

4. Incredible Chicken and Potato Recipe

<https://www.youtube.com/watch?v=CiNtYiBt2oQ>

5. Delicious chocolate ice cream in 5 minutes

<https://www.youtube.com/watch?v=Id9czJaNMKA>

6. How to make Acadian Rappie Pie

<https://youtu.be/jNVvifF1iZQ>

7. Fun facts about Canada

<https://youtu.be/zm6gHJ3SQIM>

8. Lunenburg travel guide (18 things to do)

<https://youtu.be/m7kmQ61xSeQ>

9. Top 10 things to do in Halifax, NS 2023!

https://www.youtube.com/watch?v=rwTLniw_Fs

10. Animated music, William Tell Overture

<https://www.youtube.com/watch?v=UfocABDDZPO>



International Traditional Clothing

China

Traditional Chinese clothing comes in many forms, featured here are examples of wedding attires. They are favoured for their intricate details (often hand embroidered) and heavily feature the colour red, a symbol of prosperity and good fortune in the Chinese culture.



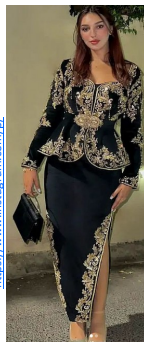
<https://pin.it/6vxxk8lg>



https://pin.it/hu8h11.com/marketplace/4186871/zwamale_8564596

Algeria

Karakou is a fitted velvet jacket and a botom embroidered with golden and silver threads, Algerian women wear it for weddings and special events . The design is different for each province



<https://www.instagram.com/b7/>

Kabyle dress is a traditional dress hand embroidered with colourful threads and garments.



<https://www.instagram.com/b7/>

Iran



<https://pin.it/homosmode>



<https://www.iranai.wordpress.com/2012/03/20/the-empress-state-clothes/>

Balochi needlework is a handcraft made by the Baloch people in **Sistan and Baluchestan Province, Iran**. It is considered a heritage art recognized by UNESCO, and sells internationally.

Turkmen Sahra, located in the northeastern region of **Iran** near the Caspian Sea, is famous for its traditional women's clothing.

Jordan



<https://www.iranai.wordpress.com/2012/03/20/the-empress-state-clothes/>



Jordanian women's traditional clothing consists of a **thawb** (a dress). On the front of the dress, there is usually a decorative panel made from embroidery or what we call tatreez. Women frequently wear handcrafted embroidered dresses with red, gold or green accents and a headscarf in the hues of black and red.

Vietnam



<https://www.pinterest.co/pin/781726447801554863/>

Áo Dài (Vietnamese Traditional Dress) is a symbol of Vietnamese culture. In ancient times, Áo Dài was a popular costume for both men and women. Over the years, Áo Dài for women has undergone several alterations but still retains its original beauty essence. Áo Dài for men did not undergo many changes and is now only worn by men in special events.



<https://evanator.com/vietnamese-traditional-dress-the-story-of-ao-dai-and-where-to-find-them/>

Nova Scotia Our Home

Charles Brenton Huggins



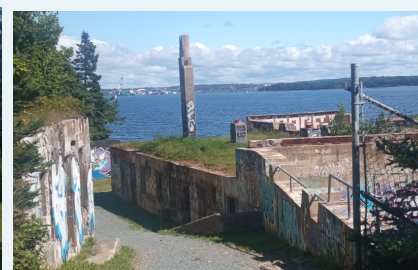
Charles Brenton Huggins(9/22/1901-1/12/1997), a Canadian-American physician, physiologist, and cancer researcher, is known for being the first to discover that chemicals could control cancer. Huggins was awarded the 1966 Nobel Prize for Physiology or Medicine for discovering in 1941 that hormones could be used to prevent the spread of some cancers. Huggins was born in Halifax. His father was a pharmacist, and his mother was a homemaker. He spent his early life in Downtown Halifax and completed high school in Parrsboro, NS, his mother's home. Huggins earned a B.A. from Acadia University in Wolfville, NS, in 1920. Huggins moved to the USA when he was 20, and he studied, worked, and lived in the USA until he died on January 12, 1997. Because Huggins had relatives in NS he visited NS many times, especially during the period 1972-1979 when he was the Acadia University Chancellor.

By Andrew Sun

York Redoubt National Historic Site

Situated on a bluff that overlooks the city, a mere 14 kilometers from Halifax, York Redoubt stands as a testament to times past. This fort has vigilantly guarded the harbor's entrance from its position at Fergusons Cove since 1793. Its name hails from 1798, marking the Duke of York Tower's addition, a part of an extensive fortification enhancement under Prince Edward's guidance from 1795 to 1800. The fort was named in honor of his brother, Prince Frederick, the Duke of York and Albany. From the late 18th century to the Second World War, York Redoubt's strategic vantage point was key in protecting Halifax from sea invasions. It also functioned as a signal relay station, barracks for awaiting troops, and a defense command center. In 1962, York Redoubt's 200-year legacy of continuous improvement earned the title of a National Historic Site of Canada. Today, it welcomes visitors to wander its trails, breathe in the fresh Atlantic breeze, and absorb the breathtaking views of the vast, open sea.

Photos credit: Nacera Siyoucef



By Nan Wang

For our previous Issues please go to: <https://www.halifaxpubliclibraries.ca/newcomers/>

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By : Thanh Cao , Nacera Siyoucef, Andrew Sun, Khalida AlSawalha ,
Fiona Zhang, Nan Wang, Luting Zhang and Roya Fahimi

Designed and edited by Nacera Siyoucef