



# CareerEdge

Launching careers through paid internships.

December 14, 2015

3rd Field Artillery Regiment (The Loyal Company), RCA  
60 Broadview Avenue  
Saint John, NB  
E2L 5C5

Commanding Officer,

Regarding the letter that you recently received from Major-General P. J. Bury, Chief Reserves and Cadets, we are writing to provide you with more information about the *Canadian Armed Forces (CAF) Reservists' Paid Internship Program*. Supported by Employment and Social Development Canada, in partnership with the Department of National Defence, this new program is designed to help members of the Primary Reserves – who are 19 to 30 years old – secure paid internship opportunities that align with their civilian career goals, while also enabling them to continue serving with *your* reserve unit.

We are proud to be offering this program and believe that it has the capacity and potential to improve retention within CAF reserves, as reservists are given the opportunity to find meaningful, career-related work and stay settled in your community!

Enclosed please find a “reservist job seeker promo sheet” and “reservist program promotion poster” set. We are asking that you communicate this information to your reservists, as soon as you are able to. If you require additional flyers (paper or electronic) or posters, please contact Sydney Helland, Marketing and Communications Specialist, by phone (1.888.507.3343 ext., 254), or by e-mail ([shelland@careeredge.ca](mailto:shelland@careeredge.ca)).

If you or any member of your team requires additional information about the program, or would like to arrange a meeting / presentation, please contact one of our Career Edge CAF Consultants by phone (1.888.507.3343, ext. 303) or e-mail ([CAF@careeredge.ca](mailto:CAF@careeredge.ca)).

This program is fully supported by the Career Edge team, including our executive leadership team. We look forward to having you join us as we achieve mutual successes through this program.

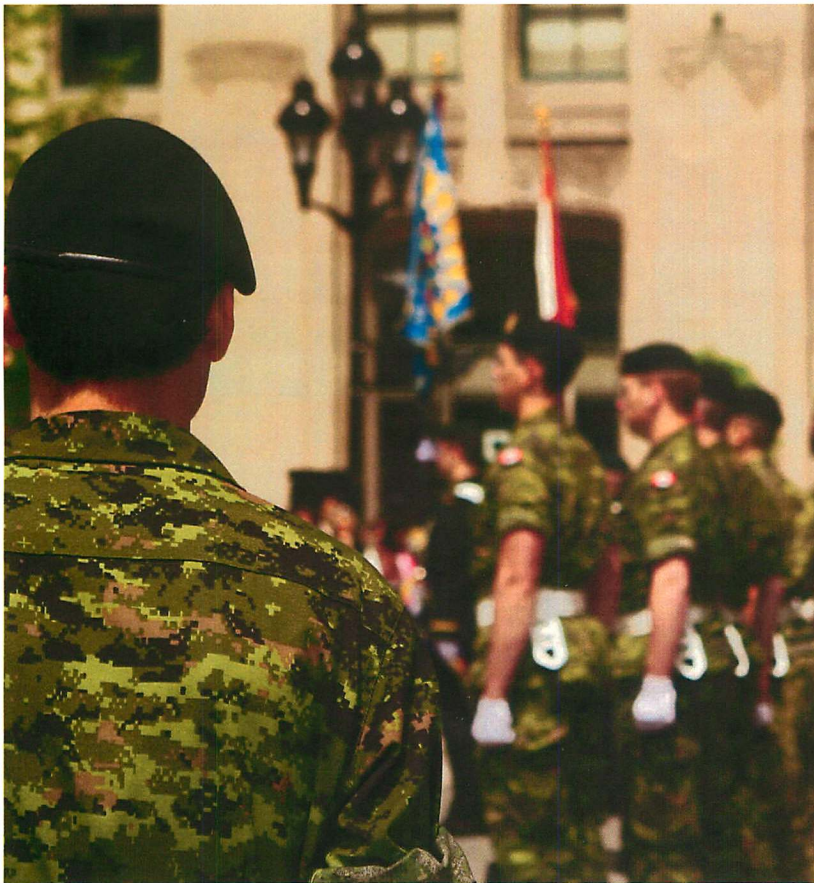
Sincerely,

**Anne MacPhee**  
Acting President & Chief  
Operating Officer

**Jay Yakabowich**  
Vice President, Marketing  
& Business Development

**Graham Sogawa**  
Vice President,  
Partnerships & Recruitment





## Employment and Social Development Canada (ESDC) partners with Career Edge to connect Canadian Armed Forces (CAF) Reservists with employers, for meaningful and sustainable employment opportunities.

A self-sustaining social enterprise, Career Edge has remained passionate about connecting highly motivated, well-qualified interns with leading organizations since 1996. Since then, Career Edge's innovative internship programs have continued to provide cost-effective and virtually risk free workforce solutions to help multi-sector enterprises meet or exceed evolving business needs, while giving new graduates—including those with disabilities—and internationally qualified professionals the edge they need to successfully launch their careers.

Career Edge works. Half of our interns are hired by their employer at the end of their internship and most of the rest successfully launch their career elsewhere within six months.

Learn more at [www.careeredge.ca](http://www.careeredge.ca)



## Career Edge

*Launching careers for Canadian Armed Forces  
Reservists through paid internships* 🇨🇦

### Looking for meaningful job opportunities within your reserve unit community? You'll need an edge.

The Career Edge Internship Program for Canadian Reservists helps members of the Canadian Armed Forces (CAF) find meaningful and sustainable job opportunities within their reserve unit communities.

Supported by ESDC and in partnership with Department of National Defence (DND), the program helps Reservists to overcome barriers to employment through paid internships that provide coaching and required knowledge to successfully transition to the labour force.

### Who's eligible?

#### Active Canadian Armed Forces Reservists who:

- are between 19 and 30 years of age;
- have minimum high school diploma;
- have not previously accepted a paid internship through Career Edge.

Let us open the door to your civilian career.

### How do I get started?

**Step 1:** Go to [careeredge.ca](http://careeredge.ca) and register as a job seeker, at no cost to you.

**Step 2:** Fill out the Find Your Edge registration form, upload your résumé, and complete your profile by recording your responses to a few short interview questions using online video technology.

**Step 3:** Once your registration is approved\*, you can start applying for paid internship opportunities in your field.

**Step 4:** Apply to all internship positions that suit your skills, interests, and field of study. The more you apply, the greater your chances of launching your career!

\*Registration approval is dependent on the program eligibility criteria, and the timing for approval varies based on our program screening requirements.

*This program is funded in part by the Government of Canada's Youth Employment Strategy (YES).*

Call 1.888.507.EDGE (3343)



# 7 ways Career Edge can help you transition to the civilian labour force in your reserve unit community:

- 1. Open the door to your career:** As an extension of your military training, a Career Edge paid internship can increase your chances of finding a role that is congruent with your training and areas of interest.
- 2. Strengthen your skill-set:** Add to your list of skills and accomplishments to set yourself up for greater success in the civilian workforce.
- 3. Find the right fit:** Assess your career path and find an employer with the right corporate culture to support your professional goals.
- 4. Gain Added Work Experience:** Join a reputable and leading organization to get the additional skills and experience needed to transfer to the civilian labour force.
- 5. Develop your personal and professional network:** Get introduced to various individuals, departments and divisions within your targeted industry and field.
- 6. Benefit from mentorship:** Each Career Edge intern receives a coach who helps guide him/her through the internship experience.
- 7. Leverage personal skills:** Use your problem solving and issue resolution skills to gain an added advantage in the workplace.

To learn more about the program, contact us at  
[letschat@careeredge.ca](mailto:letschat@careeredge.ca)  
416.977.3343  
1.888.507.EDGE (3343)

“ I joined the City of Hamilton as a Records/Project Manager, and have had the most wonderful workplace experience. All through the duration of my internship, my coach has been totally supportive and has guided me through this journey. He made sure I was exposed to important contacts (and) challenged me with high visibility projects. He constantly mentioned my accomplishments to senior management and other employees, and (he) reminded me of how valuable my skill set is to the City, at every available opportunity. The positive impact Career Edge has had on my career cannot be overemphasized. I am most grateful. ”

**Ja'afar Momodu**  
Career Edge Alumnus, City of Hamilton



**CareerEdge**

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