



PERSONNEL OPPORTUNITIES  
LTD.

# Autumn Newsletter

Its a new season.  
A perfect opportunity to do  
Something NEW  
Something **BOLD**.  
Something *Beautiful*

OCTOBER - DECEMBER  
2023

# Embracing the Season: How Fall Boosts Workplace Productivity

**Clearer Focus:** As the scenery outside transforms into a mesmerizing tapestry of warm hues, employees can step away from their daily routines. This change in scenery can spark creativity and enhance problem-solving abilities. Stepping away from the desk for a break can also do wonders by allowing employees to relax and recharge, leading to increased productivity.

**Structured Routine:** Fall marks the end of the summer months, ushering in a more structured routine. This shift helps employees establish clear work schedules, leading to improved time management and overall productivity. Additionally, a structured routine can also cultivate good habits, offering a sense of stability that grounds employees and fosters a feeling of comfort and security.

**Reduced Distractions:** With the holiday season still on the horizon, fall tends to be a quieter period with fewer major celebrations or events. This lull in activity creates a distraction-free environment, allowing employees to focus on their tasks. Reduced distractions translate to enhanced productivity, as employees can more easily reach their goals and maintain a healthier work-life balance.

**Optimal Weather:** Fall's moderate temperatures create a comfortable working environment, as heating and cooling needs are minimized. Employees can concentrate on their work without the discomfort of extreme weather. Moreover, the crisp air encourages outdoor activities, promotes a better work-life balance and improving mental and physical well-being.



## **5 Ideal Candidate Qualities:**

- 1.
- 2.
- 3.
- 4.
- 5.

**Ambitious  
Willingness to learn  
Self-motivated  
Independent Thinker  
Driven**

# October



**October 2nd - National Truth and Reconciliation Day**

**October 6th - Toronto Pumpkinfest**

**October 6th - 7th - Toronto Oktoberfest**

**October 7th - Apple Harvest Weekend**

**October 9th - Thanksgiving**

**October 12th - Opening Party of Fall 2023 Exhibitions**

**October 18th-22nd - Toronto After Dark Film Festival**

**October 28th - Brewed Awakening (women-owned & made  
beer & wine fest)**

**October 31st - Halloween**



# November



**November 8th - Indigenous Veterans Day**

**November 11th - Remembrance Day**

**November 12th - Diwali**

**November 16th - December 31st - Toronto**

**Christmas Market @ Distillery District**

**November 23rd - December 3rd - One Of A**

**Kind Show**

**November 24th - Black Friday**

**November 27th - Cyber Monday**

# DECEMBER

**December 7th - December 15 -**

**Hanukkah**

**December 8th - December 31 - The**

**Nutcracker**

**December 9th - Vegan Christmas**

**Market**

**December 16th - Toronto Art Crawl**

**Holiday Market**

**December 25th - Christmas Day**

**December 26th - Boxing Day**

**December 31st - New Years Eve**





# APPLE CIDER DONUTS

Nonstick cooking spray  
1<sup>3</sup>/<sub>4</sub>cup/225 grams all-purpose flour  
1<sup>1</sup>/<sub>4</sub>teaspoon baking powder  
<sup>3</sup>/<sub>4</sub>teaspoon fine sea salt  
2teaspoons ground cinnamon  
<sup>1</sup>/<sub>2</sub>teaspoon freshly grated nutmeg  
1cup/225 grams unsalted butter (2 sticks), at room temperature  
<sup>3</sup>/<sub>4</sub>cup/165 grams light brown sugar  
<sup>3</sup>/<sub>4</sub>cup/150 grams granulated sugar  
2large eggs, at room temperature  
1teaspoon vanilla extract  
<sup>1</sup>/<sub>2</sub>cup/120 milliliters apple cider

# Butternut Squash Soup

2 tablespoons extra-virgin olive oil  
1 large yellow onion, chopped  
<sup>1</sup>/<sub>2</sub> teaspoon sea salt  
1 (3-pound) butternut squash, peeled, seeded, and cubed  
3 garlic cloves, chopped  
1 tablespoon chopped fresh sage  
<sup>1</sup>/<sub>2</sub> tablespoon minced fresh rosemary  
1 teaspoon grated fresh ginger  
3 to 4 cups vegetable broth  
Freshly ground black pepper



# 23 Resume Tips for 2023



1. Pick out a job target before you start to write the resume
2. Know yourself, know your audience, and know what matters most
3. Customize content for every job – general resumes don't work
4. Make your value known
5. Use a tailored resume header that speaks to the job you want, not the job you have
6. Avoid common resume myths
7. Be strategic with how much career history you share. 10-15 years of recent employment detail is typically sufficient
8. Highlight top career achievements and provide the proof
9. Focus on achievements, not tasks, in your resume. Yes, everyone has results to share
10. Start strong. The top 1/3 of the resume is critical
11. Lead with results and front-load points throughout for greater impact
12. Let the resume be storytelling in nature
13. Weave the right keywords throughout the resume that relate to the target role and audience
14. Use an active voice with lots of action words
15. Employ a bit of strategic design to emphasize key content and make your resume look unique
16. Include appropriate white space; make it easy to read
17. Remember, content is king, but presentation matters too
18. Use strategic content to address employment gaps
19. Remove any possible resume red flags to help improve application success
20. Increase emphasis on soft skills -- but be sure to be specific and share examples
21. Ensure the resume look and strategy aren't ageing you. Use a modern approach
22. Aim to keep your resume updated. Often!
23. Stay abreast of current resume trends and best practices