

## *Career Information Hotline*

# *1-800-661-3753*

**The Career Information Hotline** provides Albertans a telephone and online consulting and referral service related to occupational, education and training options, job search skills and career transitions.

The Hotline has grown into a multi-media service offering access by phone, toll-free line, TDD, fax and e-mail.

This service is for any Albertan who wants more information on career and learning opportunities.

The service is **not** a job line or a source of information about an individual's funding status for student finance, Employment Insurance, social assistance, or other benefits.

### **Career consultants can help with:**

#### **Career Planning**

- learning about a person's interests and aptitudes
- competing in today's labour market
- following a career plan

#### **Occupational Descriptions**

- duties, working conditions, skills
- education/training requirements
- general employment outlook
- salary

#### **Educational Options**

- school or train on the job
- certificate, diploma or degree
- college, university or institute
- technical training
- apprenticeship
- distance learning

#### **Work search skills**

- writing a resumé and cover letter
- creating a reference list
- self-marketing
- preparing for interviews and following-up leads

#### **Educational Funding**

Provides general information and referrals on available funding options such as:

- student loans
- student grants/bursaries and scholarships
- employment Insurance training

#### **To access this program, or for more information:**

**Click:** [www.gov.ab.ca/hre/cih](http://www.gov.ab.ca/hre/cih)

[www.alis.gov.ab.ca/hotline/main.asp](http://www.alis.gov.ab.ca/hotline/main.asp)

**E-mail:** [hotline@alis.gov.ab.ca](mailto:hotline@alis.gov.ab.ca)

**Call:** the Career Information Hotline at  
1-800-661-3753.  
In Edmonton call 422-4266.

**Fax:** (780) 422-0372  
toll-free by first dialing 310-0000

Telephone Device for the Deaf (TDD)  
(780) 422-5283. Message Relay - 1-800-232-7215