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Welcome to Tuttarvik



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What is Tuttarvik?

- QIA's online labour database
- Connecting Inuit to employment, education and skill development opportunities



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Who is eligible to register with Tuttarvik?

All Qikiqtani Inuit





Here's how you can register with Tuttarvik. It only takes a few simple steps.

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What an applicant needs to begin:



An email address

Their NTI #

- Information related to their past work experience and work related activities
- A desire to participate in the only Inuit labour market job bank

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GO TO www.tuttarvik.qia.ca











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Once you are a registered job seeker you will come to this page.

The Opportunities board is the page that lists the currently open job, it also is the homepage where you can access the other part of the website.



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Choose the "profile" link in the drop down screen beside your name on the top right hand side of the screen.









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You are now ready to make a resume.





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Name your resume something that will identify it.

You may only need one resume, but if you are applying for more then one type of job you may create a second or a third resume with details specific to each type of job.





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The section "Job Categories" is a little different and will be dealt with on the next slide.

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This section helps connect your resume to the employers who are looking for you.



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Currently there are only 4 categories, but as our database expands, there may be new categories added.



From this page you can also create a cover letter to accompany your resume.

5	Select Resume	Default Resume Create New Resume	PROFILE >	
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		Letter tab at the top of the		
		resume page.		



When your resume is done you can print it and save it to your computer, but you can also submit it digitally to the jobs posted on the "Opportunity Board".



The next slide will show you how to do this.

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Pick the job or jobs you are interested in.





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That's it!!

You are now an active member of the Tuttarvik labour database.





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Stay in touch with the Qikiqtani **Inuit Association**











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