

795 Woodlane Road  
Westampton, NJ 08060  
(609) 518-3900

Hours of Operation:  
8:30 AM - 4:30 PM  
Monday - Friday

To File a New  
Unemployment Claim  
(856) 507-2340  
If your Social Security  
Number Ends In:

0 1 2 3 Call Monday  
4 5 6 Call Tuesday  
7 8 9 Call Wednesday

All Numbers Can Call :  
Thursday & Friday  
8:30 am – 2:00 pm  
Closed Sat. & Sun.

Unemployment Phone #  
To claim weekly benefits  
(609) 518-3923  
<http://www.njuifile.net>

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
						1
2	3 10:30 Path to Employment- Starting Your Job Search	4 9:00 Training & Education Overview 9:30 Top Notch Resume– Basic 2:00 The Right Career for You  2:00 Tuition Waiver	5 2:00 LinkedIn 101	6 1:30 Acing the Job Interview	7	8
9	10 10:00 BCIT Career Exploration Presentation  10:30 Path to Employment- Starting Your Job Search  2:00 Master Art of Networking	11 9:00 Training & Education Overview 9:30 Top Notch Resume– Advanced 2:00 Tuition Waiver 2:00 Career Pathways– Top Industries in NJ	12 2:00 Volunteering: A Door to Employment	13 1:30 Acing the Job Interview	14 <b>JOB CENTER CLOSED</b>  <b>GOOD FRIDAY</b>	15
16	17 10:30 Path to Employment- Starting Your Job Search	18 9:00 Training & Education Overview 9:30 Top Notch Resume– Basic  2:00 The Right Career for You 2:00 Tuition Waiver	19 2:00 LinkedIn 101	20 1:30 Acing the Job Interview II <b>Must Register</b>	21 8:30 Career Transition Bootcamp <b>RCBC, MT LAUREL</b>	22
23/30	24 10:30 Path to Employment- Starting Your Job Search  2:00 Master Art of Networking	25 9:00 Training & Education Overview 9:30 Top Notch Resume– Advanced 2:00 Tuition Waiver	26 2:00 Volunteering: A Door to Employment	27 1:30 Acing the Job Interview	28	29

**TRAINING & EDUCATION OVERVIEW**— This is a survey of all training & education programs and services available through the American Job Center

**TUITION WAIVER**— An overview of program, which enables eligible unemployed customers to enroll, tuition free, in courses of instruction at New Jersey public colleges and universities.

**TOP NOTCH RESUME– BASIC**— The use of branding, marketing yourself, and the importance of having a competent resume is discussed. Participants will see the advantages and disadvantages of different resume formats. **ADVANCED**— Participants will see the advantages of targeting custom resumes for a specific employer, job openings and/or industry. Topics will also include creating cover letters and the importance of professional references.

**PATH TO EMPLOYMENT- STARTING YOUR JOB SEARCH**— An in-depth orientation that includes a discussion of the emotional impact of job loss, and setting effective career goals. Traditional work search methods and how to develop job search plans are also discussed.

**VOLUNTEERING: A DOOR TO EMPLOYMENT**— Review the benefits of volunteering including potential networking opportunities. The use of volunteer work to explore new careers & develop new skills. How to include volunteer work on your resume. Research volunteer opportunities.

**ACING THE JOB INTERVIEW** — An overview of the interview process, including how to prepare for the interview; and what to expect during each phase of the interview process. How to follow up after the conclusion of the interview is also reviewed.

**LINKEDIN 101** — Learn the basics of using LinkedIn. Find out how to register and build a profile on the site. Job search and building your network through groups will be reviewed. How to modify privacy and account settings will also be discussed.

**MASTER THE ART OF NETWORKING** — An overview of current strategies for effective networking. Topics include use of professional associations, developing an elevator speech, and how to develop your network using social media.

**THE RIGHT CAREER FOR YOU** — An overview of tools used to help identify factors to consider and areas to explore when making a career choice or change.

**BCIT CAREER EXPLORATION**— A 1 hour overview of the training opportunities available at the Burlington County Institute of Technology. Held the 2nd Monday of every month

**CAREER PATHWAYS– TOP INDUSTRIES IN NJ**— A 1 hour overview of the transition from education into and through the workforce, focusing on the seven targeted industries as determined by the NJ Department of Labor and Workforce Development. Held the 2nd Tuesday of every month.

**CAREER TRANSITION BOOT CAMP**— Resume assistance, interview techniques and the opportunity to meet one-on-one with prospective employers. Open to all active duty, guardsmen, reservists, veterans and military spouses. Held in Evans Hall, on the Rowan College at Burlington County Mount Laurel campus.

