

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
		1 9:30 Top Notch Resume– II	2 2:00 Volunteering: A Door to Employment	3 1:30 Acing the Job Interview	4	5
6	7 10:30 Path to Employment-Starting Your Job Search 1:30 TABE Math Tutorial	8 9:30 Top Notch Resume– I 1:30 Effective Communication 2:00 Career Pathways– Top Industries in NJ	9 2:00 LinkedIn 101	10 1:30 Acing the Job Interview	11 10:00 Master Art of Networking	12
13	14 10:00 BCIT Career Exploration Presentation 10:30 Path to Employment-Starting Your Job Search 1:30 TABE Math Tutorial	15 9:30 Top Notch Resume– II 1:30 Effective Communication 2:00 Career Pathways– Top Industries in NJ 6:30 911 Dispatch Information Session RCBC– MT LAUREL	16 10:00 911 Dispatch Information Session RCBC– MT LAUREL 2:00 Volunteering: A Door to Employment	17 1:30 Mock Interview MUST REGISTER	18 3:00 Advanced Manufacturing Information Session RCBC– MT LAUREL	19
20	21 10:30 Path to Employment-Starting Your Job Search 1:30 TABE Math Tutorial 6:30 Cisco Networking Information Session RCBC– WILLINGBORO	22 9:30 Top Notch Resume– I 1:30 Effective Communication	23 2:00 LinkedIn 101	24	25 10:00 Master Art of Networking	26
27	28 10:30 Path to Employment-Starting Your Job Search 1:30 TABE Math Tutorial	29 9:30 Top Notch Resume– II 1:30 Effective Communication	30 2:00 Volunteering: A Door to Employment	31 1:30 Acing the Job Interview 3:00 Transportation, Logistics & Distribution Information Session RCBC– WILLINGBORO	September 1 3:00 Advanced Manufacturing Information Session RCBC– MT LAUREL	

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>

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, along with using volunteer work to explore new careers & develop new skills. Learn the effectiveness of including 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; what to expect during each phase of the interview process. Following up after the conclusion of the interview is also reviewed.

LINKEDIN 101 — Learn the basics of LinkedIn. Learn how to register and build a profile on the site. Job search and building your network through groups will be reviewed. Modifying 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 increasing your network using social media.

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

TABE MATH TUTORIAL— A brush-up on Math skills for those customers who will be sitting for the Test of Adult Basic Education (TABE). Held every Monday.

CAREER PATHWAYS– TOP INDUSTRIES IN NJ— An 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 & 3rd Tuesdays of every month.

EFFECTIVE COMMUNICATION—Participants will gain a better understanding on the importance of effectively communicating in the workplace. The attendee will learn communication styles, listening skill tips and more. Held every Tuesday.

INFORMATION SESSIONS (ADVANCED MANUFACTURING, TLD, 911 DISPATCH, CISCO)— A presentation on career training programs available through the Rowan College at Burlington County Workforce Development Institute. Additional information and flyers available in the Job Center.

