



SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
2	3 10:30 Path to Employment-Starting Your Job Search 1:30 Top Notch Resume - I	4 10:00 Training & Education Orientation 1:30 Effective Communication 2:30 TABE Math Tutorial	5 2:00 Volunteering: A Door to Employment	6 1:30 Acing the Job Interview I	7	8
9	10 10:00 BCIT Career Exploration 1:30 Top Notch Resume - II	11 10:00 Training & Education Orientation 1:30 Effective Communication 2:30 TABE Math Tutorial	12	13 1:30 Acing the Job Interview I HEALTHCARE CAREER FAIR 5:30 PM — 7:30 PM RCBC STUDENT SUCCESS CENTER, MT. LAUREL	14 10:00 Master the Art of Networking 11:00 Tuition Waiver	15
16	17 10:30 Path to Employment-Starting Your Job Search 1:30 Top Notch Resume - I	18 10:00 Training & Education Orientation 1:30 Effective Communication 2:30 TABE Math Tutorial	19 2:00 LinkedIn 101	20 1:30 Mock Interview - Must Register	21 11:00 Opportunity Partnership Grant Information Session	22
23	24 10:30 Path to Employment-Starting Your Job Search 1:30 Top Notch Resume - II	25 10:00 Training & Education Orientation 1:30 Effective Communication 2:30 TABE Math Tutorial	26	27	28	29
30	SAVE THE DATE! 	HEALTHCARE INDUSTRY CAREER FAIR RCBC Student Success Center Mt. Laurel	THURSDAY JUNE 13TH 5:30 PM-7:30 PM	To learn more about the American Job Center, Text: WDI to 56512 *Text and message rates may apply	 Text WDI to 56512	

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
or
<http://www.njuifile.net>

If your Social Security
Number Ends In:
1 3 5 7 9 Call Monday
0 2 4 6 8 Call Tuesday

**All Numbers Can Call
Wednesday, Thursday
& Friday
8:30 am – 2:00 pm
Closed
Saturday & Sunday**

To Claim Weekly Benefits
(609) 518-3923
or
<http://www.njuifile.net>

TRAINING & EDUCATION ORIENTATION - An overview of the training and education programs offered through the Burlington County American Job Center.

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

TOP NOTCH RESUME– I– 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.

TOP NOTCH RESUME– II– 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.

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

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.

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

INDUSTRY OVERVIEW- (Advanced Manufacturing, Healthcare, Information Technology, Law & Public Safety, Transportation, Logistics & Transportation)— A presentation on in-demand industries in the State of New Jersey

OPPORTUNITY PARTNERSHIP GRANT INFORMATION SESSION- An overview of a Advanced Manufacturing training program available for eligible unemployed individuals through a grant from the New Jersey Department of Labor and Workforce Development

