

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
			1 2:00 Volunteering: A Door to Employment	2 1:30 Interview Workshop	3 8:30 Career Transition Boot Camp: RCBC- Mt Laurel 9:00 Master Art of Networking 10:30 Right Career for You 2:00 TLD Information Session: RCBC- Mt Laurel	4
5	6 10:30 Path to Employment-Starting Your Job Search	7 9:00 Training & Education Overview 9:30 Top Notch Resume-Basic 9:30 Top Notch Resume-Advanced 2:00 Tuition Waiver	8 2:00 LinkedIn 101 2:00 TLD Information Session: RCBC- Mt Laurel	9 1:30 Mock Interview Session Must Register	10 9:00 Master the Art of Networking 10:30 The Right Career for You	11
12 0 1 2 3 Call Monday 4 5 6 Call Tuesday 7 8 9 Call Wednesday	13 10:00 BCIT Career Exploration Presentation 10:30 Path to Employment-Starting Your Job Search	14 9:00 Training & Education Overview 9:30 Top Notch Resume- Basic 9:30 Top Notch Resume-Advanced 2:00 Tuition Waiver 2:00 Career Pathways- Top Industries in NJ	15 2:00 Volunteering: A Door to Employment	16	17 9:00 Master the Art of Networking 10:30 The Right Career for You	18
All Numbers Can Call : Thursday & Friday 8:30 am – 2:00 pm Closed Sat. & Sun.	19 10:30 Path to Employment-Starting Your Job Search	20 9:00 Training & Education Overview 9:30 Top Notch Resume- Basic 9:30 Top Notch Resume-Advanced 2:00 Tuition Waiver	21 2:00 LinkedIn 101	22	23	24 BURLINGTON COUNTY JOB FAIR KENNEDY CENTER WILLINGBORO 10AM-1PM
Unemployment Phone # To claim weekly benefits (609) 518-3923 http://www.njuifile.net	26 10:30 Path to Employment-Starting Your Job Search	27 9:00 Training & Education Overview 9:30 Top Notch Resume- Basic 9:30 Top Notch Resume-Advanced 2:00 Tuition Waiver	28 2:00 Volunteering: A Door to Employment	29	30 1:30 Interview Workshop	31 JOB CENTER CLOSED 11:00-2:00 STAFF TRAINING

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 the tuition waiver program, which enables eligible unemployed customers to enroll, tuition free, in courses of instruction at public colleges and universities in NJ.

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.

INTERVIEW WORKSHOP— 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.

MOCK INTERVIEW — Discuss value of mock interviews, most effective methods in answering interview questions, review sample questions and answers, interactive role play, classroom feedback and group discussion.

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.

TLD INFORMATION SESSION — A 1-hour presentation on the Transportation, Logistics & Distribution training program available through the Rowan College at Burlington County Workforce Development Institute. Additional information and flyers available in the Job Center.

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.

