

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
	<p>To learn more about the American Job Center, Text: WDI to 56512</p> <p><small>*Text and message rates may apply</small></p>	 <p>Text WDI to 56512</p>	<p>1</p> <p>2:00 LinkedIn 101</p>	<p>2</p> <p>10:00 Industry Overview– Law & Public Safety</p> <p>1:30 Acing the Job Interview I</p>	<p>3</p> <p>10:00 Master the Art of Networking</p>	<p>4</p>
<p>5</p> <p>10:30 Path to Employment- Starting Your Job Search</p> <p>1:30 Top Notch Resume - I</p>	<p>6</p>	<p>7</p> <p>10:00 Training & Education Orientation</p> <p>1:30 Effective Communication</p> <p>2:30 TABE Math Tutorial</p>	<p>8</p> <p>2:00 Volunteering: A Door to Employment</p>	<p>9</p> <p>10:00 Industry Overview– Transportation, Logistics & Distribution (TLD)</p> <p>1:30 Acing the Job Interview I</p>	<p>10</p>	<p>11</p>
<p>12</p> <p>10:00 BCIT Career Exploration</p> <p>10:30 Path to Employment- Starting Your Job Search</p> <p>1:30 Top Notch Resume - II</p>	<p>13</p>	<p>14</p> <p>10:00 Training & Education Orientation</p> <p>1:30 Effective Communication</p> <p>2:30 TABE Math Tutorial</p>	<p>15</p> <p>2:00 LinkedIn 101</p>	<p>16</p> <p>10:00 Industry Overview– Advanced Manufacturing</p> <p>1:30 Mock Interview - Must Register</p>	<p>17</p>	<p>18</p>
<p>19</p> <p>10:30 Path to Employment- Starting Your Job Search</p> <p>1:30 Top Notch Resume - I</p>	<p>20</p>	<p>21</p> <p>10:00 Training & Education Orientation</p> <p>1:30 Effective Communication</p> <p>2:30 TABE Math Tutorial</p>	<p>22</p> <p>2:00 Volunteering: A Door to Employment</p>	<p>23</p> <p>10:00 Industry Overview– Healthcare</p>	<p>24</p> <p>10:00 Master the Art of Networking</p>	<p>25</p>
<p>26</p> <p>JOB CENTER CLOSED</p> <p>MEMORIAL DAY OBSERVED</p>	<p>27</p>	<p>28</p> <p>10:00 Training & Education Orientation</p> <p>1:30 Effective Communication</p> <p>2:30 TABE Math Tutorial</p>	<p>29</p>	<p>30</p> <p>10:00 Industry Overview– Information Technology</p>	<p>31</p>	

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
7 8 9 Call Wednesday

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.

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

