

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 <b>JOB CENTER OPEN LIMITED SERVICES</b> 1:30 Acing the Job Interview I	3 10:00 Master Art of Networking	4
5	6 10:30 Path to Employment- Starting Your Job Search 2:30 TABE Math Tutorial	7 <b>ELECTION DAY JOB CENTER CLOSED</b>	8 2:00 Volunteering: A Door to Employment	9 1:30 Acing the Job Interview I	10 <b>VETERANS DAY JOB CENTER CLOSED</b>	11
12	13 10:00 BCIT Career Exploration Presentation 10:30 Path to Employment- Starting Your Job Search 2:30 TABE Math Tutorial	14 9:30 Top Notch Resume– I 1:30 Effective Communication 2:30 Career Pathways-Top Industries in NJ	15 2:00 LinkedIn 101	16 1:30 Mock Interview <b>MUST REGISTER</b>	17 10:00 Master Art of Networking	18
19	20 10:30 Path to Employment- Starting Your Job Search 2:30 TABE Math Tutorial	21 9:30 Top Notch Resume– II 1:30 Effective Communication	22 2:00 Volunteering: A Door to Employment	23 <b>THANKSGIVING DAY JOB CENTER CLOSED</b>	24 <b>JOB CENTER OPEN LIMITED SERVICES</b>	25
26	27 10:30 Path to Employment- Starting Your Job Search 2:30 TABE Math Tutorial	28 9:30 Top Notch Resume– I 1:30 Effective Communication	29 2:00 LinkedIn 101	30 1:30 Acing the Job Interview I		

**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.

**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 Tuesday of every month.

