

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 10:30 Path to Employment- Starting Your Job Search 2:30 TABE Math Tutorial 3:00 Transportation, Logistics and Distribution Information Session- RCBC-WILLINGBORO	3 9:30 Top Notch Resume– I 1:30 Effective Communication	4 JOB CENTER OPEN WITH LIMITED SERVICES 2:00 LinkedIn 101	5 1:30 Acing the Job Interview I	6 10:30 Master Art of Networking	7
8	9 COLUMBUS DAY HOLIDAY OBSERVED JOB CENTER CLOSED	10 9:30 Top Notch Resume– II 1:30 Effective Communication 2:30 Career Pathways-Top Industries in NJ	11 JOB CENTER OPEN WITH LIMITED SERVICES 2:00 Volunteering: A Door to Employment	12 1:30 Mock Interview MUST REGISTER	13 10:00 Tuition Waiver Seminar	14
15	16 10:30 Path to Employment- Starting Your Job Search 2:30 TABE Math Tutorial	17 9:30 Top Notch Resume– I 1:30 Effective Communication	18 2:00 Volunteering: A Door to Employment	19 1:30 Acing the Job Interview I	20 10:00 AM-NOON INDUSTRY CAREER FAIR KENNEDY CENTER 428 JOHN F. KENNEDY WAY WILLINGBORO 10:30 Master Art of Networking	21
22	23 10:30 Path to Employment- Starting Your Job Search 2:30 TABE Math Tutorial	24 9:30 Top Notch Resume– II 1:30 Effective Communication	25 2:00 Volunteering: A Door to Employment	26 1:30 Acing the Job Interview I	27 10:00 Tuition Waiver Seminar	28
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INDUSTRY CAREER FAIR- The Burlington County Board of Chosen Freeholders and the Burlington County Workforce Development Institute (WDI) are hosting a free industry career fair for the Advanced Manufacturing, Transportation, Logistics & Distribution and Construction Trades industries. This event will be held Friday, October 20th at the John F. Kennedy Center in Willingboro. Additional information and flyers available in the Job Center.

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

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.

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.

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.

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.

INFORMATION SESSIONS (TRANSPORTATION, LOGISTICS & DISTRIBUTION)— 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.

