


SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	2 JOB CENTER CLOSED LABOR DAY	3 1:30 Effective Communication 2:30 CASAS Math Tutorial	4	5 1:30 Acing the Job Interview I	6 11:00 Tuition Waiver	7
8	9 10:00 BCIT Career Exploration 1:30 Top Notch Resume - II	10 1:30 Effective Communication 9:00 CASAS Math Tutorial	11 2:00 Volunteering: A Door to Employment	12 1:30 Acing the Job Interview I	13 11:00 Tuition Waiver	14
15	16 1:30 Top Notch Resume - I	17 1:30 Effective Communication 9:00 CASAS Math Tutorial	18	19 1:30 Mock Interview - Must Register	20	21
22	23 1:30 Top Notch Resume - II	24 1:30 Effective Communication 9:00 CASAS Math Tutorial	25 HIRING EVENT 11:00 AM — 3:00 PM RCBC STUDENT SUCCESS CENTER, MT. LAUREL OPEN TO ALL	26	27 10:00 Master the Art of Networking	28
29	30 10:30 Path to Employment- Starting Your Job Search 1:30 Top Notch Resume - I		SAVE THE DATE! Thursday Oct. 17th HEALTHCARE INDUSTRY CAREER FAIR 5:30 PM — 7:30 PM RCBC STUDENT SUCCESS CENTER, MT. LAUREL	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>

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.

CASAS MATH TUTORIAL— A brush-up on Math skills for those customers who will be sitting for the Comprehensive Adult Student Assessment Systems (CASAS) exam.

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.

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.

