

# Somerville One-Stop Career Center: Jersey Job Club

## Workshops – August 2022:

### Job Search :- Networking :- Resumes :- Interviewing

To register for one or more of these workshops: Reply to this email and provide the following information **(On or before the Wednesday preceding the workshop date.)**

Name:	Email address:
Phone Number:	Last 4 numbers of SSN:

For information and/or assistance call 908-704-3000

#### Workshop Schedules & Descriptions: (Click the Box for Workshops you want to attend)

<input type="checkbox"/>	<b>Monday, August 8, 2022: 9:00 – 10:00 am</b> – Virtual (ZOOM) & In Person <b>Path to Employment:</b> Planning Your Job Search – Workshop 1 <ul style="list-style-type: none"><li>• Where to start</li><li>• How to approach your job search</li><li>• Ideas and tools (focused on group member needs and interests)</li><li>• What to expect</li></ul>
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<input type="checkbox"/>	<b>Monday, August 8, 2022: 10:30 am – 12:00 pm</b> – Virtual (ZOOM) & In Person <b>Networking:</b> Best (fastest?) way to find a job <ul style="list-style-type: none"><li>• Ways to network</li><li>• How to prepare</li><li>• Your professional introduction</li><li>• Creating your network from “scratch”</li><li>• Targeting &amp; managing your network</li></ul>
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<input type="checkbox"/>	<b>Monday, August 15, 2022: 9:00 – 10:30 am</b> – Virtual (ZOOM) & In Person <b>Top Notch Resume:</b> Resume Writing Workshop 1 <ul style="list-style-type: none"><li>• What is a resume &amp; how to evaluate your own resume</li><li>• Resume formats – How do you want your resume to present you?</li><li>• Sections of a resume – What do you want the reader to <u>remember about you?</u></li><li>• Helpful tips</li></ul>
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<input type="checkbox"/>	<b>Monday, August 15, 2022: 11:00 am – 12:00 pm</b> – Virtual (ZOOM) & In Person <b>Cover Letters and More:</b> Resume Writing Workshop 2 <ul style="list-style-type: none"><li>• Purpose of a cover letter &amp; What is a cover letter &amp; Why include a cover letter?</li><li>• Formatting your cover letter</li><li>• Helpful tips</li><li>• Your references</li><li>• <b>Important:</b> Follow-up</li></ul>
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<input type="checkbox"/>	<b>Monday, August 22, 2022: 9:00 am – 10:30 am</b> – Virtual (ZOOM) & In Person <b>Acing the Interview 1:</b> Preparing for the Interview <ul style="list-style-type: none"><li>• Know how you fit the job – be confident that you are the best candidate</li><li>• Scheduling the interview</li><li>• Preparing – Research, Grooming &amp; Hygiene</li><li>• What to expect – types of interviews, interview structure, &amp; helpful tips</li><li>• <b>Important:</b> Follow-up</li></ul>
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<input type="checkbox"/>	<b>Monday, August 22, 2022: 11:00 – 12:00 pm</b> – Virtual (ZOOM) & In Person <b>Acing the Interview 2:</b> Answering Interview Questions <ul style="list-style-type: none"><li>• Approach to interview questions, anticipating questions &amp; preparing your answers</li><li>• Interviewing techniques</li><li>• Commonly asked interview questions</li><li>• Practice &amp; Mock Interviewing</li></ul>
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