

Somerville One-Stop Career Center: Jersey Job Club

Workshops – December 2022:

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

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

Last Name:	First Name:	Phone No:
Email:	City:	State:
Last 4 numbers of SSN:	Zip Code:	Staff Use:

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

(Select the Option(s) for Workshop(s) you want to attend)

Attendance Preference*	Workshop Schedules & Descriptions:
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	<p>Monday, December 5, 2022: 9:00 am – 10:00 am – Virtual (ZOOM) & In Person</p> <p>Path to Employment: Planning Your Job Search – Workshop 1</p> <ul style="list-style-type: none"> Where to start How to approach your job search Ideas and tools (focused on group member needs and interests) What to expect <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <input type="radio"/> Reset Preference </div>
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	<p>Monday, December 5, 2022: 10:30 am – 12:00 pm – Virtual (ZOOM) & In Person</p> <p>Networking: Best (fastest?) way to find a job</p> <ul style="list-style-type: none"> Ways to network How to prepare Your professional introduction Creating your network from “scratch” Targeting & managing your network <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <input type="radio"/> Reset Preference </div>
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	<p>Monday, December 12, 2022: 9:00 am – 10:30 am – Virtual (ZOOM) & In Person</p> <p>Top Notch Resume: Resume Writing Workshop 1</p> <ul style="list-style-type: none"> What is a resume & how to evaluate your own resume Resume formats – How do you want your resume to present you? Sections of a resume – What do you want the reader to <u>remember about you</u>? Helpful tips <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <input type="radio"/> Reset Preference </div>
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	<p>Monday, December 12, 2022: 11:00 am – 12:00 pm – Virtual (ZOOM) & In Person</p> <p>Cover Letters and More: Resume Writing Workshop 2</p> <ul style="list-style-type: none"> Purpose of a cover letter & What is a cover letter & Why include a cover letter? Formatting your cover letter Helpful tips Your references Important: Follow-up <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <input type="radio"/> Reset Preference </div>
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	<p>Monday, December 19, 2022: 9:00 am – 10:30 am – Virtual (ZOOM) & In Person</p> <p>Acing the Interview 1: Preparing for the Interview</p> <ul style="list-style-type: none"> Know how you fit the job – be confident that you are the best candidate Scheduling the interview Preparing – Research, Grooming & Hygiene What to expect – types of interviews, interview structure, & helpful tips Important: Follow-up <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <input type="radio"/> Reset Preference </div>
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	<p>Monday, December 19, 2022: 11:00 am – 12:00 pm – Virtual (ZOOM) & In Person</p> <p>Acing the Interview 2: Answering Interview Questions</p> <ul style="list-style-type: none"> Approach to interview questions, anticipating questions & preparing your answers Interviewing techniques Commonly asked interview questions Practice & Mock Interviewing <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <input type="radio"/> Reset Preference </div>

