

# Somerville One-Stop Career Center: Jersey Job Club

## Workshops – March 2023:

**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><b>Monday, March 6, 2023: 9:00 am – 10:00 am – Virtual (ZOOM) &amp; In Person</b>  <b>Path to Employment: Planning Your Job Search – Workshop 1</b></p> <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> <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <input type="radio"/>  <span style="color: red;">Reset Preference</span> </div>
Via ZOOM <input type="radio"/>  In Person (Limited) <input type="radio"/>	<p><b>Monday, March 6, 2023: 10:30 am – 12:00 pm – Virtual (ZOOM) &amp; In Person</b>  <b>Networking: Best (fastest?) way to find a job</b></p> <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> <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <input type="radio"/>  <span style="color: red;">Reset Preference</span> </div>
Via ZOOM <input type="radio"/>  In Person (Limited) <input type="radio"/>	<p><b>Monday, March 13, 2023: 9:00 am – 10:30 am – Virtual (ZOOM) &amp; In Person</b>  <b>Top Notch Resume: Resume Writing Workshop 1</b></p> <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> <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <input type="radio"/>  <span style="color: red;">Reset Preference</span> </div>
Via ZOOM <input type="radio"/>  In Person (Limited) <input type="radio"/>	<p><b>Monday, March 13, 2023: 11:00 am – 12:00 pm – Virtual (ZOOM) &amp; In Person</b>  <b>Cover Letters and More: Resume Writing Workshop 2</b></p> <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> <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <input type="radio"/>  <span style="color: red;">Reset Preference</span> </div>
Via ZOOM <input type="radio"/>  In Person (Limited) <input type="radio"/>	<p><b>Monday, March 20, 2023: 9:00 am – 10:30 am – Virtual (ZOOM) &amp; In Person</b>  <b>Acing the Interview 1: Preparing for the Interview</b></p> <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> <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <input type="radio"/>  <span style="color: red;">Reset Preference</span> </div>
Via ZOOM <input type="radio"/>  In Person (Limited) <input type="radio"/>	<p><b>Monday, March 20, 2023: 11:00 am – 12:00 pm – Virtual (ZOOM) &amp; In Person</b>  <b>Acing the Interview 2: Answering Interview Questions</b></p> <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> <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <input type="radio"/>  <span style="color: red;">Reset Preference</span> </div>

