

Somerville One-Stop Career Center: Jersey Job Club

Workshops – November 2025:

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"/>	Monday, November 10, 2025: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Top Notch Resume: Resume Writing Workshop 1 <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 remember about you? • Helpful tips <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <input type="radio"/> Reset Preference </div>
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Wednesday November 12, 2025: 10:00 am – 11:30 pm – Virtual (ZOOM) & In Person Top Notch Resume: Cover Letters and More Resume Writing Workshop 2 <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: 0 auto;"> <input type="radio"/> Reset Preference </div>
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Friday, November 14, 2025: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Networking: Best (fastest?) way to find a job <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: 0 auto;"> <input type="radio"/> Reset Preference </div>
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Monday, Nov. 17, 2025: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Top Notch Resume: Resume Writing Workshop 1 <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 remember about you? • Helpful tips <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <input type="radio"/> Reset Preference </div>
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Wednesday, Nov. 19, 2025: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Top Notch Resume: Cover Letters and More Resume Writing Workshop 2 <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: 0 auto;"> <input type="radio"/> Reset Preference </div>
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Friday, November 21, 2025: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Networking: Best (fastest?) way to find a job <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: 0 auto;"> <input type="radio"/> Reset Preference </div>

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Workshops – November/December 2025:

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Last Name:	First Name:	Phone No:
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Attendance Preference*	Workshop Schedules & Descriptions:
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Monday, November 24, 2025: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Top Notch Resume: Resume Writing Workshop 1 <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 remember about you? 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"/>	Monday, December 1, 2025: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Path to Employment: Planning Your Job Search – Workshop 1 <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"/>	Wednesday December 3, 2025: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Acing the Interview 1: Preparing for the Interview Workshop 1 <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"/>	Friday, December 5, 2025: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Acing the Interview 2 : Answering Interview Questions Workshop 2 <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>
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Monday, December 8, 2025: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Path to Employment: Planning Your Job Search – Workshop 1 <p>Where to start</p> <ul style="list-style-type: none"> 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"/>	Wednesday, December 10, 2025: 10:00 am – 11:30 pm – Virtual (ZOOM) & In Person Acing the Interview 1: Preparing for the Interview Workshop 1 <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>

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Workshops – December 2025 cont'd:

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Attendance Preference*	Workshop Schedules & Descriptions:
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Friday, December 12, 2025: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Acing the Interview 2 : Answering Interview Questions Workshop 2 <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: 0 auto;"> <input type="radio"/> Reset Preference </div>
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Monday, December 15, 2025: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Top Notch Resume 1: Resume Writing Workshop 1 <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 remember about you? • Helpful tips <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <input type="radio"/> Reset Preference </div>
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Wednesday, December 17, 2025: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Top Notch Resume, Cover Letters and More: Resume Writing Workshop 2 <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: 0 auto;"> <input type="radio"/> Reset Preference </div>
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Friday, December 19 2025: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Networking : Best (fastest?) way to find a job <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: 0 auto;"> <input type="radio"/> Reset Preference </div>
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Monday, December 22, 2025: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Top Notch Resume 1: Resume Writing Workshop 1 <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 remember about you? • Helpful tips <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <input type="radio"/> Reset Preference </div>
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Monday, December 29, 2025: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Networking: Best (fastest?) way to find a job <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: 0 auto;"> <input type="radio"/> Reset Preference </div>