



Jersey Job Club



The partners in the Greater Raritan One-Stop Career Center have the expertise and knowledge to help job seekers have success.

Learn more during the Jersey Job Club monthly workshop series.

In **Jersey Job Club workshops**, a Greater Raritan One-Stop Career Coach leads hour- to 90-minute-long job seeker-focused discussions. Each session in the monthly series is presented on Zoom but a limited number of in-person seats are available at the Greater Raritan One-Stop Career Center, Veterans Memorial Drive, Somerville. Topics include:

- ❖ **Top Notch Resume: Resume Writing 1** -- Different resumes types, their components and the submission process.
- ❖ **Top Notch Resume: Resume Writing 2** -- The importance of cover letters, professional references and follow up.
- ❖ **Acing the Interview 1** -- The ins and out of preparing for an interview will be discussed.
- ❖ **Acing the Interview 2** -- Two interviewing techniques and how to respond to common questions.
- ❖ **Path to Employment** -- Planning your job search, Workshop 1.
- ❖ **Networking** -- The best (fastest?) way to find a job.

To register for upcoming workshops, open to all residents of Hunterdon and Somerset Counties, call 908-704-3000 or email shiela.gaa@dol.nj.gov, and indicate which Jersey Job Club program you want to join. Greater Raritan One-Stop Career Center staff will take registrants' information and provide the details for the workshop sessions as they are scheduled. The series repeats monthly.

Click here to see the latest series dates on the Greater Raritan Workforce Development Board calendar. Remember that One-Stop Career Coaches are available to assist with all job search endeavors.



Somerville One-Stop Career Center: Jersey Job Club

Workshops – March 2026:

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, March 02, 2026: 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
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Wednesday, March 04, 2026: 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
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Friday, March 06, 2026: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Top Notch Resume 1, Cover Letters and More: 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
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Monday, March 09, 2026: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Top Notch Resume 2, 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
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Wednesday, March 11, 2026: 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 – types of interviews, interview structure, & helpful tips Important: Follow-up

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

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(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"/>	Friday, March 13, 2026: 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 and managing your network
Via ZOOM <input type="radio"/> In person (Limited) <input type="radio"/>	Monday, March 16, 2026: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Acting 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
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Wednesday, March 18, 2026: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Acting 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
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Friday, March 20, 2026: 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 and how to evaluate your 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
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	Monday, March 23, 2026: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Top Notch Resume 2, 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-ups

Somerville One-Stop Career Center: Jersey Job Club

Workshops – March 2026:

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

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

Attendance Preference*	Workshop Schedules & Descriptions:
<p>Via ZOOM <input type="radio"/></p> <p>In Person (Limited) <input type="radio"/></p>	<p>Wednesday, March 25, 2026: 10:00 am – 11:30 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
<p>Via ZOOM <input type="radio"/></p> <p>In Person (Limited) <input type="radio"/></p>	<p>Friday, March 27, 2026: 10:00 am – 11:30 am – 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
<p>Via ZOOM <input type="radio"/></p> <p>In Person (Limited) <input type="radio"/></p>	<p>Monday, March 30, 2026: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person</p> <p>Acing the Interview 1: Preparing for the Interview Workshop 1</p> <ul style="list-style-type: none"> Know how you fit the job- be confident that you are the best candidate Prepare – Research, Grooming & Hygiene What to expect – types of interviews, interview structure & helpful tips Important: Follow-up

Somerville One-Stop Career Center: Jersey Job Club

Workshops – April 2026:

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:
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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>Wednesday, April 01, 2026: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Acing the Interview 2: Answering Interview Questions Workshop 2</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
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	<p>Monday, April 06, 2026: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Top Notch Resume 1: Resume Writing Workshop 1</p> <ul style="list-style-type: none"> • What is a resume and 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
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	<p>Wednesday, April 08, 2026: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Top Notch Resume 2, 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
Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/>	<p>Friday, April 10, 2026: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person 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
Via ZOOM <input type="radio"/> in person (Limited) <input type="radio"/>	<p>Monday, April 13, 2026: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person 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

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Workshops – April 2026:

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

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Attendance Preference*	Workshop Schedules & Descriptions:
<p>Via ZOOM <input type="radio"/></p> <p>In Person (Limited) <input type="radio"/></p>	<p>Wednesday, April 15, 2026: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Acing the Interview 1: Preparing for the Interview Workshop 1</p> <ul style="list-style-type: none"> • Know how you fit the job- be confident that you are the best candidate • Prepare – Research, Grooming & Hygiene • What to expect – types of interviews, interview structure & helpful tips • Important: Follow-up
<p>Via ZOOM <input type="radio"/></p> <p>In Person (Limited) <input type="radio"/></p>	<p>Friday, April 17, 2026: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Acing the Interview 2: Answering Interview Questions Workshop 2</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
<p>Via ZOOM <input type="radio"/></p> <p>In Person (Limited) <input type="radio"/></p>	<p>Monday, April 20, 2026: 10:00 am – 11:30 am – Virtual (ZOOM) & IN Person Top Notch Resume 1: Resume Writing Workshop 1</p> <ul style="list-style-type: none"> • What is a resume and 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
<p>Via ZOOM <input type="radio"/></p> <p>In Person (Limited) <input type="radio"/></p>	<p>Wednesday, April 22, 2026: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Top Notch Resume 2, 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

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Workshops –April 2026:

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<div style="text-align: center;">Via ZOOM <input type="radio"/></div> <div style="text-align: center;">In Person (Limited) <input type="radio"/></div>	<p>Friday April 24, 2026: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person 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: center;">Via ZOOM <input type="radio"/></div> <div style="text-align: center;">In Person (Limited) <input type="radio"/></div>	<p>Monday, April 27, 2026: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person 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: center;">Via ZOOM <input type="radio"/></div> <div style="text-align: center;">In Person (Limited) <input type="radio"/></div>	<p>Wednesday, April 29, 2026: 10:00 am – 11:30 am – Virtual (ZOOM) & In Person Acing the Interview 1: Preparing for the Interview Workshop 1</p> <ul style="list-style-type: none"> Know how you fit the job- be confident that you are the best candidate Prepare – Research, Grooming & Hygiene What to expect – types of interviews, interview structure & helpful tips Important: Follow-up