



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: |
|---|--|
| <input type="radio"/> Via ZOOM <input type="radio"/> In Person (Limited) | 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• Helpful tips• Important Follow-up |
| <input type="radio"/> Via ZOOM <input type="radio"/> In Person (Limited) | 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 |
| <input type="radio"/> Via ZOOM <input type="radio"/> In Person (Limited) | 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 |
| <input type="radio"/> Via ZOOM <input type="radio"/> In Person (Limited) | 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 <p>Important: Follow-up</p> |
| <input type="radio"/> Via ZOOM <input type="radio"/> In Person (Limited) | 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 |

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: |
|---|---|
| <input type="radio"/> Via ZOOM <input type="radio"/> In Person (Limited) | 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 |
| <input type="radio"/> Via ZOOM <input type="radio"/> In person (Limited) | Monday, March 16, 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 |
| <input type="radio"/> Via ZOOM <input type="radio"/> In Person (Limited) | Wednesday, March 18, 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 |
| <input type="radio"/> Via ZOOM <input type="radio"/> In Person (Limited) | 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 |
| <input type="radio"/> Via ZOOM <input type="radio"/> In Person (Limited) | 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: |
|---|---|
| <input type="radio"/> Via ZOOM <input type="radio"/> In Person (Limited) | Wednesday, March 25, 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 |
| <input type="radio"/> Via ZOOM <input type="radio"/> In Person (Limited) | Friday, March 27, 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 & managing your network |
| <input type="radio"/> Via ZOOM <input type="radio"/> In Person (Limited) | Monday, March 30, 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• 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

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| | | |
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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"/> | Wednesday, April 01, 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 answersInterviewing techniquesCommonly asked interview questions.Practice & Mock Interviewing |
| Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/> | Monday, April 06, 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 own resumeResume 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"/> | 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 <ul style="list-style-type: none">Purpose of a cover letter, what is a cover letter & why include a cover letter?Formatting your cover letterHelpful tipsYour referencesImportant: Follow-up |
| Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/> | Friday, April 10, 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 startHow to approach your job searchIdeas and tools (focused on group member needs and interests)What to expect |
| Via ZOOM <input type="radio"/> in person (Limited) <input type="radio"/> | Monday, April 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 networkHow to prepareYour professional introductionCreating your network from “scratch”Targeting & managing your network |

Somerville One-Stop Career Center: Jersey Job Club

Workshops – April 2026:

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

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| Attendance Preference* | Workshop Schedules & Descriptions: |
|---|--|
| Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/> | Wednesday, April 15, 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• Prepare – 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"/> | Friday, April 17, 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"/> | Monday, April 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 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"/> | 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 <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:

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

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| Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/> | Friday April 24, 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 |
| Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/> | Monday, April 27, 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 & managing your network |
| Via ZOOM <input type="radio"/> In Person (Limited) <input type="radio"/> | Wednesday, April 29, 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• Prepare – Research, Grooming & Hygiene• What to expect – types of interviews, interview structure & helpful tips• Important: Follow-up |