



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 and 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:
Last 4 numbers of SSN:	Zip Code:	Staff Use:

All Jersey Job Club workshops run from 10 to 11:30 a.m. on Monday, Wednesday and Friday, and may be attended virtually (Zoom) or in-person (limited number of seats) at the Somerville One-Stop Career Center, 75 Veterans Memorial Drive, Somerville., N.J., 08876.

Please select the Workshop Topics Day(s) and Option(s) you would like to attend using an X.

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

Acing the Interview 1: Preparing for the Interview Workshop 1

- 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

March 2 _____	Virtual _____	In-person _____
March 16 _____	Virtual _____	In-person _____
March 30 _____	Virtual _____	In-person _____
April 15 _____	Virtual _____	In-person _____
April 29 _____	Virtual _____	In-person _____

Acing the Interview 2: Answering Interview Questions Workshop 2

- Approach to interview questions, anticipating questions & preparing your answers
- Interviewing techniques
- Commonly asked interview questions
- Practice & Mock interviewing

March 4 _____	Virtual _____	In-person _____
March 18 _____	Virtual _____	In-person _____
April 1 _____	Virtual _____	In-person _____
April 17 _____	Virtual _____	In-person _____

Top Notch Resume 1, Cover Letters and More: Resume Writing Workshop 1

- 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

March 6 _____	Virtual _____	In-person _____
March 20 _____	Virtual _____	In-person _____
April 6 _____	Virtual _____	In-person _____
April 20 _____	Virtual _____	In-person _____

Somerville One-Stop Career Center: Jersey Job Club

Workshops – March and 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:
Last 4 numbers of SSN:	Zip Code:	Staff Use:

All Jersey Job Club workshops run from 10 to 11:30 a.m. Monday, Wednesday and Friday, and may be attended virtually (Zoom) or in-person (limited number of seats) at the Somerville One-Stop Career Center, 75 Veterans Memorial Drive, Somerville., N.J., 08876.

Please select the Workshop Topics Day(s) and Option(s) you would like to attend using an X.

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

Top Notch Resume 2, Cover Letters and More: Resume Writing Workshop 2

- 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

March 9 _____	Virtual _____	In-person _____
March 23 _____	Virtual _____	In-person _____
April 8 _____	Virtual _____	In-person _____
April 22 _____	Virtual _____	In-person _____

Path to Employment: Planning Your Job Search – Workshop 1

- Where to start
- How to approach your job search
- Ideas and tools (focused on group member needs and interests)
- What to expect

March 11 _____	Virtual _____	In-person _____
March 25 _____	Virtual _____	In-person _____
April 10 _____	Virtual _____	In-person _____
April 24 _____	Virtual _____	In-person _____

Networking: Best (fastest?) way to find a job

- Ways to network
- How to prepare
- Your professional introduction
- Creating your network from “scratch
- Targeting & managing your network

March 13 _____	Virtual _____	In-person _____
March 27 _____	Virtual _____	In-person _____
April 13 _____	Virtual _____	In-person _____
April 27 _____	Virtual _____	In-person _____