

# 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:	<b>Staff Use:</b>

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 _____

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## 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 \_\_\_\_\_