

795 Woodlane Road  
Westampton, NJ 08060  
(609) 518-3900

Hours of Operation:  
8:30 AM - 4:30 PM  
Monday - Friday

To File a New  
Unemployment Claim  
(856) 507-2340  
If your Social Security  
Number Ends In:

0 1 2 3 Call Monday  
4 5 6 Call Tuesday  
7 8 9 Call Wednesday

All Numbers Can Call :  
Thursday & Friday  
8:30 am – 2:00 pm  
Closed Sat. & Sun.

Unemployment Phone #  
To claim weekly benefits  
(609) 518-3923  
<http://www.njuifile.net>

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
	1 <b>NEW YEAR'S DAY</b> <b>JOB CENTER CLOSED</b>	2 9:30 Top Notch Resume-II 1:30 Effective Communication	3 2:00 Volunteering: A Door to Employment	4 1:30 Acing the Job Interview I	5 10:00 Master Art of Networking 11:00 Tuition Waiver Seminar	6
7	8 10:00 BCIT Career Exploration Presentation 10:30 Path to Employment-Starting Your Job Search 2:30 TABE Math Tutorial	9 9:30 Top Notch Resume - I 1:30 Effective Communication 2:30 Career Pathways-Top Industries in NJ	10 2:00 LinkedIn 101 4:00 Energy Industry Fundamentals Info Session <b>RCBC—MT. LAUREL</b>	11 1:30 Acing the Job Interview I	12 11:00 Tuition Waiver Seminar	13
14	15 <b>MARTIN LUTHER KING, JR. HOLIDAY OBSERVED</b> <b>JOB CENTER CLOSED</b>	16 9:30 Top Notch Resume - II 1:30 Effective Communication	17 2:00 Volunteering: A Door to Employment	18 1:30 Mock Interview <b>MUST REGISTER</b>	19 10:00 Master Art of Networking 11:00 Tuition Waiver Seminar	20
21	22 10:30 Path to Employment-Starting Your Job Search 2:30 TABE Math Tutorial	23 9:30 Top Notch Resume - I 1:30 Effective Communication	24 2:00 LinkedIn 101	25 1:30 Acing the Job Interview I	26 11:00 Tuition Waiver Seminar	27
28	29 10:30 Path to Employment-Starting Your Job Search	30 9:30 Top Notch Resume-II	31 2:00 Volunteering: A Door to Employment			

**TUITION WAIVER**– A program which enables eligible unemployed customers to enroll, tuition free, in courses of instruction at New Jersey public colleges and universities.

**TOP NOTCH RESUME– I**– The use of branding, marketing yourself, and the importance of having a competent resume is discussed. Participants will see the advantages and disadvantages of different resume formats.

**TOP NOTCH RESUME– II**– Participants will see the advantages of targeting custom resumes for a specific employer, job openings and/or industry. Topics will also include creating cover letters and the importance of professional references.

**PATH TO EMPLOYMENT- STARTING YOUR JOB SEARCH**– An in-depth orientation that includes a discussion of the emotional impact of job loss, and setting effective career goals. Traditional work search methods and how to develop job search plans are also discussed.

**VOLUNTEERING: A DOOR TO EMPLOYMENT**– Review the benefits of volunteering including potential networking opportunities. The use of volunteer work to explore new careers & develop new skills. How to include volunteer work on your resume. Research volunteer opportunities.

**TABE MATH TUTORIAL**— A brush-up on Math skills for those customers who will be sitting for the Test of Adult Basic Education (TABE).

**ACING THE JOB INTERVIEW** – An overview of the interview process, including how to prepare for the interview; and what to expect during each phase of the interview process. How to follow up after the conclusion of the interview is also reviewed.

**LINKEDIN 101** – Learn the basics of using LinkedIn. Find out how to register and build a profile on the site. Job search and building your network through groups will be reviewed. How to modify privacy and account settings will also be discussed.

**MASTER THE ART OF NETWORKING** – An overview of current strategies for effective networking. Topics include use of professional associations, developing an elevator speech, and how to develop your network using social media.

**BCIT CAREER EXPLORATION**— An overview of the training opportunities available at the Burlington County Institute of Technology. Held the 2nd Monday of every month.

**CAREER PATHWAYS– TOP INDUSTRIES IN NJ**— An overview of the transition from education into and through the workforce, focusing on the seven targeted industries as determined by the NJ Department of Labor and Workforce Development. Held the 2nd Tuesday of every month.

**INFORMATION SESSIONS (Energy Industry Fundamentals)**— A presentation on career training programs available through the Rowan College at Burlington County Workforce Development Institute. Additional information and flyers available in the Job Center.

