

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>**

**To register for an RCBC
Info Session
Call (856) 222-9311
ext. 2340**

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	2 6:00 Transportation, Logistics & Distribution Info Session - RCBC - Willingboro	3 9:30 Top Notch Resume - II 1:30 Effective Communication	4 4th OF JULY HOLIDAY OFFICE CLOSED	5	6 10:00 Master Art of Networking	7
8	9 10:00 BCIT Career Exploration 10:30 Path to Employment-Starting Your Job Search 1:30 AJC/Career Pathways Info Session	10 9:30 Top Notch Resume - I 1:30 Effective Communication 3:00 Transportation, Logistics & Distribution Info Session - RCBC Mt. Laurel	11 2:00 Volunteering: A Door to Employment 11:00 Programmable Logic Controller Info Session - RCBC - Mt. Laurel 3:00 Energy Industry Fundamentals Info Session - RCBC Mt. Laurel	12 1:30 Acing the Job Interview I 11:00 Certified Production Technician Info Session - RCBC - Mt. Laurel 4:00 Advanced Manufacturing Info Session - RCBC - Mt. Laurel	13	14
15	16 10:30 Path to Employment-Starting Your Job Search 2:30 TABE Math Tutorial	17 9:30 Top Notch Resume - II 1:30 Effective Communication 11:00 & 5:00 Certified Production Technician Info Session - RCBC Mt. Laurel 6:00 Energy Industry Fundamentals Info Session - RCBC - Mt. Laurel	18 2:00 LinkedIn 101 3:00 Advanced Manufacturing Info Session - RCBC Mt. Laurel 3:00 Transportation, Logistics & Distribution Info Session - RCBC Willingboro	19 1:30 Acing the Job Interview I 11:00 Programmable Logic Controller Info Session- RCBC Mt. Laurel 3:00 Certified Production Technician Info Session - RCBC Mt. Laurel	20 10:00 Master Art of Networking 11:00 Tuition Waiver Seminar	21
22	23 10:30 Path to Employment-Starting Your Job Search 2:30 TABE Math Tutorial	24 9:30 Top Notch Resume - I 1:30 Effective Communication 3:00 Transportation, Logistics & Distribution Info Session - RCBC Mt. Laurel 6:00 Advanced Manufacturing Info Session - RCBC Mt. Laurel	25 2:00 Volunteering: A Door to Employment 3:00 CISCO Info Session - RCBC Willingboro	26 1:30 Mock Interview - Must Register	27	28
29	30 10:30 Path to Employment-Starting Your Job Search 2:30 TABE Math Tutorial	31 9:30 Top Notch Resume - II 1:30 Effective Communication 3:00 Energy Industry Fundamentals Info Session - RCBC Mt. Laurel 6:00 Transportation, Logistics & Distribution Info Session - RCBC Mt. Laurel 6:00 Programmable Logic Controller Info Session- RCBC Mt. Laurel				

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.

AJC 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 (Advanced Manufacturing, Transportation, Logistics & Distribution, Pharmacy Technician, Certified Production Technician, Programmable Logic Controller, 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. To register for an Information Session, call [Rowan College at Burlington County \(856\) 222-9311 ext. 2340](tel:8562229311).

