

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
	 <p>Text WDI to 56512</p>	<p>To learn more about the American Job Center, Text: WDI to 56512</p> <p><small>*Text and message rates may apply</small></p>			1	2
3	4	5	6	7	8	9
	1:30 Top Notch Resume - I	<p>JOB CENTER CLOSED</p> <p>ELECTION DAY OBSERVED</p>		1:30 Acing the Job Interview I	<p>VETERANS JOB FAIR 5:30 PM — 7:30 PM RCBC STUDENT SUCCESS CENTER, MT. LAUREL</p>	
10	11	12	13	14	15	16
	<p>JOB CENTER CLOSED</p> <p>VETERANS DAY OBSERVED</p>	1:30 Effective Communication 9:00 CASAS Math Tutorial		1:30 Acing the Job Interview I		
17	18	19	20	21	22	23
	1:30 Top Notch Resume - I	1:30 Effective Communication 9:00 CASAS Math Tutorial		1:30 Mock Interview - Must Register		
24	25	26	27	28	29	30
	1:30 Top Notch Resume - II	1:30 Effective Communication 9:00 CASAS Math Tutorial		<p>JOB CENTER CLOSED</p> 	<p>JOB CENTER OPEN LIMITED SERVICES</p>	

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
or
<http://www.njuifile.net>

If your Social Security
Number Ends In:
1 3 5 7 9 Call Monday
0 2 4 6 8 Call Tuesday

All Numbers Can Call
Wednesday, Thursday
& Friday
8:30 am – 2:00 pm
Closed
Saturday & Sunday

To Claim Weekly Benefits
(609) 518-3923
or
<http://www.njuifile.net>

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.

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.

CASAS MATH TUTORIAL— A brush-up on Math skills for those customers who will be sitting for the Comprehensive Adult Student Assessment Systems (CASAS) exam.

