

**ALLENTOWN EMPLOYMENT AND TRAINING CENTER**  
**APRIL 2018**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
April 1	<b>April 2</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>April 3</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>April 4</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>April 5</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	April 6	April 7
April 8	<b>April 9</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>April 10</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>April 11</b>  <b>Eastern PA Hiring Expo</b> <b>9am-3pm</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>April 12</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	April 13	April 14
April 15	<b>April 16</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>April 17</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>April 18</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>April 19</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	April 20	April 21
April 22	<b>April 23</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>April 24</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>April 25</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>April 26</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	April 27	April 28
April 29	<b>April 30</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>May 1</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>May 2</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>May 3</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	May 4	May 5

## SERVICE OFFERINGS

**Directed Job Search Lab** – Open computer lab access for job search; CareerLink staff is present to provide help with technology, job applications, job recommendations, resumes, cover letters, thank you letters, and general job search assistance.

**Walk-in Resume Critiquing** – No registration necessary. A knowledgeable staff member will review your resume and offer helpful suggestions on content and format.

## TECHNOLOGY RESOURCES

**Computers** – Computers with internet access, printers and supplies are available onsite to prepare and email resumes and conduct your job search.

**Career Cruising** – Individualize your job search with the Career Cruising internet-based software, a user friendly program that helps satisfy five career guidance needs: self-assessment, career exploration, post-secondary education planning, work search, and portfolio development.

**WinWay Resume Deluxe** – The resume wizard will assist you in creating a professional resume that will get results. You can easily customize your resume to target specific employers and career situations.