

**ALLENTOWN EMPLOYMENT AND TRAINING CENTER**  
**FEBRUARY 2018**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b>January 29</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>January 30</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>January 31</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>February 1</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>February 2</b>	<b>February 3</b>
<b>February 4</b>	<b>February 5</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>February 6</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>February 7</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>February 8</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>February 9</b>	<b>February 10</b>
<b>February 11</b>	<b>February 12</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>February 13</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>February 14</b>  <b>OPENING AT 11:30</b> <u>Directed Job Search Lab</u> 11:30-3:00 <u>Walk-in Resume Critiquing</u> 11:30-2:00	<b>February 15</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>February 16</b>	<b>February 17</b>
<b>February 18</b>	<b>OFFICE CLOSED PRESIDENT'S HOLIDAY</b>	<b>February 20</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>February 21</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>February 22</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>February 23</b>	<b>February 24</b>
<b>February 25</b>	<b>February 26</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>February 27</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>February 28</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>March 1</b>  <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	<b>March 2</b>	<b>March 3</b>

## **SERVICE OFFERINGS**

Register for the workshop offerings indicated by the (\*) at 610-799-1205.

**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.