


ALLENTOWN EMPLOYMENT AND TRAINING CENTER
MAY 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
April 30	May 1 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00	May 2 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00	May 3 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00 Resume Development: <u>"How Do I Market Myself?"</u> 2:00-3:30	May 4 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00	May 5 <u>Directed Job Search Lab</u> 9:00-4:30 <u>Walk-in Resume Critiquing</u> 9:00-3:00	May 6
May 7	May 8 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00	May 9 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00	May 10 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00 <u>Basic Computer 101/</u> <u>Keyboarding</u> 2:00-3:30	May 11 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00	May 12 <u>Directed Job Search Lab</u> 9:00-4:30 <u>Walk-in Resume Critiquing</u> 9:00-3:00	May 13
May 14	May 15 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00	May 16 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00	May 17 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00 Resume Development: <u>"How Do I Market Myself?"</u> 2:00-3:30	May 18 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00	May 19 <u>Directed Job Search Lab</u> 9:00-4:30 <u>Walk-in Resume Critiquing</u> 9:00-3:00	May 20
May 21	May 22 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00	May 23 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00	May 24 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00 <u>Basic Computer 101/</u> <u>Keyboarding</u> 2:00-3:30	May 25 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00	May 26 <u>Directed Job Search Lab</u> 9:00-4:30 <u>Walk-in Resume Critiquing</u> 9:00-3:00	May 27
May 28	May 29 <u>Office Closed</u> 	May 30 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00	May 31 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00 Resume Development: <u>"How Do I Market Myself?"</u> 2:00-3:30	June 1 <u>Directed Job Search Lab</u> 9:00-5:00 <u>Walk-in Resume Critiquing</u> 9:00-4:00	June 2 <u>Directed Job Search Lab</u> 9:00-4:30 <u>Walk-in Resume Critiquing</u> 9:00-3:00	June 3

REGISTRATION REQUIRED TO ATTEND WORKSHOPS: 610-799-1205

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.

* **Resume Development: “How Do I Market Myself?”** – Learn how to customize your resume to targeted job openings and build your employment portfolio with job search essential documents including applications, references and cover and thank you letters. Leave this workshop with the necessary tools to launch your career path.

* **Basic Computer 101/Keyboarding** - This workshop is for someone with little or no computer experience. Learn the basics of keyboarding skills and entry level computer operations. Also learn to use a “mouse”, ways of navigating the computer screen and an introduction to MS Word.

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.

Outlook Lehigh Valley – Access local labor market information updated monthly by the Lehigh Valley Workforce Investment Board, Inc. to guide your career exploration and job search. View the employment snapshot, track employment trends, research high demand occupations and associate salaries, and use the most updated web resources to land a job.

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.