


ALLENTOWN EMPLOYMENT AND TRAINING CENTER
JUNE 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 27	May 28 OFFICE CLOSED  Memorial Day	May 29 <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	May 30 <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	May 31 <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	June 1	June 2
June 3	June 4 <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	June 5 <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	June 6 <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	June 7 <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	June 8	June 9
June 10	June 11 <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	June 12 <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	June 13 Opening at 11am <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	June 14 <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	June 15	June 16
June 17	June 18 <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	June 19 <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	June 20 <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	June 21 <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	June 22	June 23
June 24	June 25 <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	June 26 <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	June 27 <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	June 28 <u>Directed Job Search Lab</u> 9:00-3:00 <u>Walk-in Resume Critiquing</u> 9:00-2:00	June 29	June 30

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.