


**JOB SEARCH WORKSHOPS IN PERKASIE**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	<b>Cut Your Job Search by 50%</b> <b>9:30-11:30</b>  <b>Keyboarding &amp; Mouse</b> <b>1:30-3:30</b>	<b>WIOA Workshop 10:00-11:00</b>	<b>Resume Revival 1:00-3:00</b>	
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
		<b>WIOA Workshop 10:00-11:00</b>	<b>Ace the Interview 1:00-3:30</b>  <b>Hiring Event: ESS/          Source4Teachers 1:00- 3:00</b>	
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>Finding a Job Over 50</b> <b>1:00-3:00</b>	<b>Writing a Cover Letter</b> <b>9:30-11:30</b>  <b>Computer Basics 1:30-3:30</b>	<b>WIOA Workshop 10:00-11:00</b>		
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
	<b>CLOSED - HOLIDAY</b>			
<b>31</b>				
				<b>Resume Critique:</b> Email your resume, preferably in Word format, to <a href="mailto:jritadipietro@buckscareerlink.org">jritadipietro@buckscareerlink.org</a>

## PA CAREERLINK® BUCKS COUNTY WORKSHOPS AND RECRUITMENTS FOR THE MONTH

All workshops are provided at **no cost**.

Online registration is required; please sign up on the CareerLink® Website ([www.jobgateway.pa.gov](http://www.jobgateway.pa.gov)). You may call 215-258-7755 or 7734 with questions. PLEASE BE PROMPT. IF YOU ARRIVE LATE, YOU MAY BE ASKED TO RESCHEDULE.

### **JOB SEARCH WORKSHOPS OFFERED IN PERKASIE, PA**

**Register for events and workshops from the events page of [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)**

**Ace the Interview:** Learn the interviewing techniques that focus on behavioral and traditional interview questions. You will learn how to answer the hardest questions in an interview and the importance of follow up.

**Cut Your Job Search by 50%:** Make your job search as efficient and effective as possible. Learn tips on being organized, efficient, using social media effectively and how networking is critical for the job search.

**Finding a Job After 50:** Join the growing number of job seekers over 50 to receive guidance on job search issues specific to this age group.

**Keyboarding and Mouse:** Basic keyboarding is an important skill in today's workplace. Learn how to use the mouse and keyboarding beyond the 'hunt and peck' style of typing.

**Resume Critique:** Please email your resume (preferably in Microsoft Word format) to Julie Rita-Di Pietro [jritadipietro@buckscareerlink.org](mailto:jritadipietro@buckscareerlink.org) or call her at 215-781-1073 ext. 2248.

**Resume Revival:** Update your resume during this workshop, including critique and formatting. Must come with a hard copy (paper copy) of your resume and have access to it electronically (email, flash drive, or Job Gateway). For best results, bring a flash drive and/or have access to your email and Job Gateway accounts (including passwords). **Must be registered to attend but prepared walk-ins may be accepted if space is available. Starts promptly; late comers may not be accommodated.**

**Writing a Cover Letter:** Resumes don't tell your full story to a potential employer. This workshop will lead you through writing an effective cover letter to provide a better snapshot of you as an employee and highlight the value you bring. If you have a cover letter, bring it for critiquing and/or a flash drive if possible.

**Writing Effective Emails:** Learn the basics of writing professional emails including the To, CC and BCC fields; email signatures; email etiquette; a good subject line and more. Practice sending email messages. **Have your login and password for your personal email available.**

### **PA CAREERLINK® BUCKS COUNTY PARTNER PROGRAMS**

**VETERAN SERVICES:** Veteran services are available to assist veterans in securing employment and training. *(Daily 8:30 – 4:00 Bristol Office)*

**CIVIL SERVICE WORKSHOP:** Offered in Bristol only. Receive an overview of the PA Civil Service website. The workshop will explain how to navigate the website, search for job openings, apply online and schedule tests.

**GENERAL/WIOA ORIENTATION:** Are you receiving unemployment benefits? Long-term unemployed? Come learn about how you could receive job search assistance and counseling through the Workforce Innovation and Opportunity Act (WIOA). WIOA offers intensive job search counseling, one-on-one assistance, and potential training opportunities. WIOA eligibility is determined after the orientation through specific financial guidelines.

**BUCKS COUNTY COMMUNITY COLLEGE:** Center for Workforce Development, Continuing Education, literacy programs in addition to academic programs. Campuses located in Newtown, Bristol, and Perkasie. Visit their website: [www.bucks.edu](http://www.bucks.edu)

### **ASSESSMENTS**

**TABE Test:** Test of Adult Basic Skills, provides participant with academic grade equivalency in Math and Reading. (2 hours) PLEASE reserve a spot by registering on [www.cwds.pa.gov](http://www.cwds.pa.gov)

**CareerScope:** Provides participants with an interest inventory and aptitude assessment for career decisions. (1 ½ hours) PLEASE reserve a spot by registering on [www.cwds.pa.gov](http://www.cwds.pa.gov)

### **Hiring Events for the Month**

*For more information: Herb Bethea, Staffing Consultant  
215-781-1073 ext. 2259 / [hbethea@buckscareerlink.org](mailto:hbethea@buckscareerlink.org)*

**ESS/Source 4 Teachers –Substitute Teachers, Instructional Assistants, Paraprofessional Educators, School Aides, Head Start Assistants, Food Services Workers, Custodians, Clerical Staff.**

**JG#12547022 1:00 – 3:00**

### **GED Program Information**

For more information: G. Jay Francis, ABLE Program Coordinator  
215-258-7757 / [g.jay.francis@bucks.edu](mailto:g.jay.francis@bucks.edu)