



2018

Monday	Tuesday	Wednesday	Thursday	Friday
3	Library 9am Resumes 10am Applications Ebensburg - 1pm Employer Expectations	Library 10am Basic Computer	6	7
10	Library 9am Civil Service Ebensburg 1pm Interviewing	12	13	PA CareerLink® closing @ 12:00 pm
17	Ebensburg 1pm Civil Service	Library 10am Basic Computer	20	21
PA CareerLink® Closed In Honor of CHRISTMAS		26	Library 9am Interviewing 10am Employer Expectations	Library 11am Social Media
PA CareerLink® Closed In Honor of NEW YEAR'S EVE				

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal opportunity Employer/Program.

Pre-registration is required for workshops, please sign up by 4:00 pm, the day prior to the event:

AFFILIATE SITES

MOXHAM • 540 Central Avenue (Goodwill of the Southern Alleghenies) • Johnstown, PA 15902

•Monday to Thursday 814.536.3536 ext. 323

EBENSBURG • 300 Prave Street • (Young People's Community Center-YPCC) Ebensburg, PA 15931

•Monday to Thursday 814.419-8646



Follow us on Twitter @CareerLinkCam



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<https://www.facebook.com/pacareerlinkcambriacountv>

If you would like to have your résumé critiqued, please drop it off at our office and we will return it to you, with our suggestions, within a week. Need to write a resume? Stop in and pick up a Résumé Writing Packet or attend our monthly Résumé workshop, once you have a resume completed, submit it for review.

Workshop

Descriptions

Social Media

- Enhance the professionalism of your social media outlets
- Gain insight on what employers are looking for
- Discover how social media can enhance your job search

Interviewing

Learn tips for having a successful interview such as:

- How to prepare
- Proper attire for the interview
- What to do during the interview
- What to do following the interview

Basic Computer

Introduction to Microsoft Word

Open a Word document
 Save a Word document
 Save a Word document to a PDF
 Change font style, size and color
 Copy & Paste as well as Drag & Drop
 Create a New Word document/Templates

Introduction to Microsoft Excel

Create a Spreadsheet
 Input information
 Save your Excel Spreadsheet
 Customize your Excel

Résumés

Receive a brief overview of the two most commonly used résumé styles, chronological and functional with samples of each. A career planner will walk you through the parts of a résumé. Cover letters, references and thank you notes will also be discussed briefly and examples of each will be available for review. This is an excellent introductory workshop for first time job seekers, those looking to update their résumé after several years in the same field or those hoping to gain insight on the latest trends regarding résumé formatting and writing.

Employer Expectations

- What employers are looking for
- How to retain your employment
- How to get ahead and move up in the job

Applications

- Tips on Filling Out Paper and Online Applications
- Dos and Don'ts
- Job Search Tips

PA Civil Service

If you are interested in a career with state or county government and don't know where to start, this workshop is for you! Join us as we learn about the Civil Service Commission. We will review the website (employment.pa.gov) and the registration process step-by-step. You'll be given information about how the process works, how to apply, scheduling exams and test-taking advice.