



**2019**

Hours: Monday - Thursday 8am to 4pm and Friday 9am to 4pm  
 248 Main Street, Suite 100, Johnstown, PA 15901 • Website: [www.gocareerlink.org](http://www.gocareerlink.org)  
 Phone: 814.534.2500 • Fax: 814.534.2512 • TTY: 814.534.2511

Monday	Tuesday	Wednesday	Thursday	Friday
				<b>1</b> <i>Ebensburg</i> 9am Adult Education
<b>4</b> <i>Library</i> 9am Adult Education <i>Moxham</i> 2:30pm Basic Computer	<b>5</b> <i>Library</i> 1pm Adult Education <i>Ebensburg</i> 9am Adult Education 1pm Employer Expectations	<b>6</b> <i>Library</i> 9am Adult Education 10am Basic Computer <i>Moxham</i> 1pm Northstar Digital Assessment	<b>7</b> <i>Library</i> 9am Northstar Digital Assessment 1pm Adult Education	<b>8</b> <i>Ebensburg</i> 9am Adult Education
<b>11</b> <i>Library</i> 9am Adult Education	<b>12</b> <i>Library</i> 9am Civil Service 1pm Adult Education <i>Ebensburg</i> 9am Adult Education 1pm Civil Service	<b>13</b> <i>Library</i> 9am Adult Education	<b>14</b> <i>Library</i> 9am Northstar Digital Assessment 1pm Adult Education	<b>15</b> <i>Ebensburg</i> 9am Adult Education
<b>18</b> <i>Library</i> 9am Adult Education	<b>19</b> <i>Library</i> 10am Resumes 11am Applications 1pm Adult Education <i>Ebensburg</i> 9am Adult Education 1pm Interviewing	<b>20</b> <i>Library</i> 9am Adult Education 10am Basic Computer	<b>21</b> <i>Library</i> 9am Northstar Digital Assessment 1pm Adult Education <i>Ebensburg</i> 1pm Northstar Digital Assessment	<b>22</b> <i>Ebensburg</i> 9am Adult Education
<b>25</b> <i>Library</i> 9am Adult Education	<b>26</b> <i>Library</i> 9am Interviewing 10am Employer Expectations 1pm Adult Education <i>Ebensburg</i> 9am Adult Education	<b>27</b> <i>Library</i> 9am Adult Education	<b>28</b> <i>Library</i> 9am Northstar Digital Assessment 1pm Adult Education	<b>29</b> <i>Ebensburg</i> 9am Adult Education <i>Library</i> 11am Social Media

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 9:00am – 3:00pm 814.536.3536 ext. 323

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

•Monday to Thursday 9:00am – 3:00pm 814.419.8646



**Follow us on Twitter**  
**@CareerLinkCam**



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**Facebook**

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

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

### Northstar Digital Assessment

You can receive a Northstar Digital Literacy Certificate for each one of the exams that you pass. Schedule today!

### 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](http://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.