



Monday	Tuesday	Wednesday	Thursday	Friday
If you are interested in Adult Basic Education Classes/Ged Prep Classes call Kim at 814.536.3536 ext.229 today to get started!	May 7th Cambria County Job Fair Frank J. Pasquerilla Conference Center 1:00 – 5:00 pm	1 Moxham 1pm Northstar Digital Assessment	2 Library 9am Enhancing Your Digital Literacy 10am Northstar Digital Assessment	3
6 Moxham 2:30pm Basic Computer	7 Library 9am Resume 10am Applications Ebensburg 1pm Employer Expectations	8	9 Library 9am Basic Computer 10am Northstar Digital Assessment	10
13	14 Library 9am Civil Service Ebensburg 1pm Civil Service	15	16 Library 9am Enhancing Your Digital Literacy 10am Northstar Digital Assessment Ebensburg 1pm Northstar Digital Assessment	17
20	21 Library 1pm Interviewing 2pm Employer Expectations Ebensburg 1pm Interviewing	22	23 Library 9am Basic Computer 10am Northstar Digital Assessment	24
27 	28	29	30 Library 9am Enhancing Your Digital Literacy 10am Northstar Digital Assessment	31 Library 11am Social Media Awareness

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



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<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! Some of the Certifications you may receive include Basic Computer Skills, Microsoft Word, Using Email and many others.

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

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.

Applications

- Tips on Filling Out Paper and Online Applications
- Do's and Dont's
- Job Search Tips

Enhancing Your Digital Literacy

An individualized workshop that offers assistance with any of the questions you may have regarding the preparation of the Northstar Digital Assessment.