





IN- PERSON WORKSHOPS

1430 Dekalb St.
Norristown, PA 19401
610-270-3429 TTY 610-278-5176
Fax 610-270-3428
Hours: 8:30 -4:30 M- T, Th- F; W- 10:30-4:30
www.pacareerlink.pa.gov



NOVEMBER 2023

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
Computer Classes Cost-free! Intensive instruction in Word & Excel available. Call the center & ask 4 Jamie	Digital Intake Arrive 20 minutes before workshop to complete this improved tool to assist your needs better.	On-line Workshops	WELCOME ABOARD 9 – 10:30 AM	How to Jump Over the Age Barrie & Land a Job 9:30 – 11 AM Cover Letters & Correspondence 12 – 1 PM RESUME WRITING – Basics 2 – 3:30 PM
6	7 Center Closed	8	9	10 Center Closed
On-line Workshops		On-line Workshops	WELCOME ABOARD 9 – 10:30 AM RESUME WRITING – Basics 9:30 – 11 AM Accomplishment Stories 12 – 1 PM Branding/Changing Careers Transferrable Skills 2 – 3:30 PM	<i>Thank you for your service!</i> 
13	14	15	16	17
On-line Workshops	WELCOME ABOARD 9 – 10:30 AM	On-line Workshops	WELCOME ABOARD 9 – 10:30 AM LEGAL AID- misdemeanor/expungements 12:30 – 1:30 PM Navigating PA CareerLink Website 2 – 3:30 PM	On-line Workshops
20	21	22	23 Center Closed	24 Center Closed
On-line Workshops	WELCOME ABOARD 9 – 10:30 AM Job Search Strategy 9:30 – 11 AM Interviewing Strategies 12 – 1 PM RESUME WRITING – Basics 2 – 3:30 PM	On-line Workshops	Thanksgiving Day 	
27	28	29	30	
LinkedIn- Basics 9:30 – 11 AM How to Use Recruiters to Land Jobs 12 – 1 PM NETWORKING 2 – 3 PM	WELCOME ABOARD 9 – 10:30 AM	RESUME WRITING – Basics 9:30 – 11 AM Job Search Applications, Keyword Tips 12 – 1 PM Returning to the Workplace 2 – 3:30 PM	On-line Workshops	Lots More Workshops! Check out our ONLINE calendar! Registration directions on reverse side

* Arrive 20 min early

Location: PA CareerLink, 1430 DeKalb St, Norristown

Garage Parking, mid-block Fornance St –voucher available

10.20.23