

Monday	Tuesday	Wednesday	Thursday	Friday
2 Veterans Job Club 10:00 – 11:00	3	4	5 Developing a Resume Workshop and Lab 9:30 – 11:30 Microsoft Word I 12:30 – 2:30 Create Your Personal Email 2:30 – 4:00	6 Interview with Confidence 9:30 – 11:30 WorkKeys Orientation and Placement 12:30 – 3:00 Resume Review 3:00 – 4:00
9 Veterans Job Club 10:00 – 11:00 Ameri-Health Information 10:00 – 2:00	10 Developing a Resume Workshop and Lab 12:30 – 2:30 Cover Letters 2:30 – 4:00	11	12 WorkKeys Orientation and Placement 9:30 – 11:30 Microsoft Word II 12:30 – 2:30 Job Hunting Tips for Job Seekers Over 50 2:30 – 4:00	13 Building Your Financial House: Spending Sensibly 9:30 – 11:30 Microsoft Excel I 12:30 – 2:30 Open Computer Lab 2:30 – 4:00
16 Veterans Job Club 10:00 – 11:00	17 Interview with Confidence 12:30 – 2:30 Microsoft Excel II 2:30 – 4:00	18 Your Financial Options 3:30 – 4:00	19 Developing a Resume Workshop and Lab 9:30 – 11:30 How to Find a Job with a Criminal Background 12:30 – 2:30 Introduction to PowerPoint 2:30 – 4:00	20 Building Your Financial House: Invest in Yourself 9:30 – 11:30 WorkKeys Orientation and Placement 12:30 – 3:00 Resume Review 3:00 – 4:00
23 Veterans Job Club 10:00 – 11:00	24 Ask the Unemployment Compensation Representative 10:00 – 2:00 Developing a Resume Workshop and Lab 12:30 – 2:30 Civil Service Applications 1:30 – 3:30 Cover Letters 2:30 – 4:00	25	26	27 Building Your Financial House: Maximize Earnings 9:30 – 11:30 WorkKeys Orientation and Placement 12:30 – 3:00
30 Veterans Job Club 10:00 – 11:00	<p>Must pre-register for all workshops by calling, emailing, or signing up online at https://www.jobgateway.pa.gov or sign up in person at the PA CareerLink® office.</p> <p>If unable to attend after registering, please cancel online or leave a message.</p> <p>All workshops/events are at no cost and open to the public</p> <p>Equal Opportunity/ Employer/Program.</p> <p>Auxiliary aids and services are available on request to individuals with disabilities.</p>			