



December 2025

Business Hours:

Hours: M-F 8:00 am to 4:00 pm

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**** Visit www.pacareerlink.pa.gov for job postings, career opportunities, events, and more!**



**No High School Diploma?
 Good News!! We offer Equivalency
 Diploma and Brush-up Classes.
 No Income Guidelines!**

Call Glenda at 717-485-5131 and/or go to www.huntged.org for more details!

*****Flexible scheduling available to accommodate most schedules.**

*****Free online courses available!**

Become more marketable to employers!

SkillUp™ PA available for individuals registered with

PA CareerLink®

Training courses provided through the Metrix Learning Portal.

Access your **SkillUp™ PA** account at:

<https://southernalleghenies.skillupamerica.org/>

Mon	Tue	Wed	Thu	Fri
1 	2	3 RESUME WRITING WORKSHOP 1:30 PM - 2:30 PM	4 TIME MANAGEMENT WORKSHOP 1:30 PM - 2:30 PM	5 
8	9 INTERVIEWING TECHNIQUES WORKSHOP 9:00 AM - 10:30 AM	10 STRESS MANAGEMENT WORKSHOP 1:30 PM - 2:30 PM	11 CIVIL SERVICE WORKSHOP 1:30 PM - 2:30 PM	12 
15	16 BASIC COMPUTER WORKSHOP 1:00 PM - 2:00 PM	17 GETTING A JOB IN TODAY'S COMPETITIVE MARKET" WORKSHOP 9:00 AM - 10:00 AM	18 JOB SEARCHING WORKSHOP 9:00 AM - 10:00 AM Office Closes at 10:30 or Profesional Development	19 
22	23	24 Office Closed	25 Office Closed	26 Office Closed
				
29	30 JOB CORPS WORKSHOP 1:00 PM - 3:00 PM 	31		**Please contact Joyce, Wendy, or Jessica at 717-485-5131 to register for workshops**

Workshops/Programs offered by Employment and Training, Inc.

Workshop/Program	Description
Interviewing Workshop	This workshop will assist the customer to prepare for job interviews. The interviewing workshop will provide the job seeker with insight to answering difficult interview questions.
Resume Writing Workshop	This workshop will assist the customer to develop a professional resume, write a career objective, and identify appropriate references.
Time Management Workshop	Attend this workshop to learn how to identify inefficiencies in your daily habits and streamline your routines.
Stress Management Workshop	Identify stress and learn tips and techniques for managing stress.
Civil Service Workshop	This is an informational workshop that will help job seekers understand the procedures required when applying for State Civil Service positions.
Job Searching Workshop	Staff will offer tips on looking for job openings primarily on the internet. We will offer suggestions for completing online job applications.
Basic Computer Workshop	Learn the basic skills in our hands-on workshop. How to use a mouse, basic word processing, Internet, hardware, software and more.
"Getting a Job in Today's Competitive Market" Workshop	This workshop will cover tips on resume writing, labor markets, applications, and interviews.

Please call Joyce, Wendy, or Jessica @ 717-485-5131 to sign up to attend a workshop!

Employment & Training, Inc./PA CareerLink® Huntingdon County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services available free of cost. The Workforce Innovation and Opportunity Act (WIOA) Program is funded with federal dollars.

For detailed information see <https://sapdc.org/stevens-amendment/>