


# IN- PERSON WORKSHOPS

1430 Dekalb St.  
Norristown, PA 19401  
610-270-3429 TTY 610-278-5176  
Fax 610-270-3998  
Hours: 8:30 -4:30 M- T, Th- F; W- 10:30-4:30  
[www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)



# MAY 2024

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
<b>Lots More Workshops!!</b> Check out our <b>ONLINE</b> calendar Registration directions on reverse side	<b>In-house Computer Classes</b> Cost-free! Intensive instruction in Word & Excel available. Call the center & ask 4 Jamie	<b>Job Search Strategy</b> 9:30 – 11 AM <b>Job Applications &amp; Keywords Tips</b> 12 – 1 PM <b>Branding/Changing Careers/Transitional Skills</b> 9:30 – 11 AM 2 -3:30 PM	<b>WELCOME ABOARD</b> 9 – 10:30 AM	<b>On-line Workshops</b>
6	7	8	9	10
<b>On-line Workshops</b>	<b>WELCOME ABOARD</b> 9 – 10:30 AM	<b>On-line Workshops</b>	<b>WELCOME ABOARD</b> 9 – 10:30 AM <b>RESUME WRITING – Basics</b> 9:30 – 11 AM <b>Networking</b> 12 -1 PM <b>Professionalism &amp; Workplace Etiquette</b> 2 – 3:30 PM	<b>On-line Workshops</b>
13	14	15	16	17
<b>On-line Workshops</b>	<b>WELCOME ABOARD</b> 9 – 10:30 AM	<b>Accomplishment Stories</b> 9:30 – 10:30 AM <b>Interviewing Strategies</b> 11:30 – 12:30 PM <b>RESUME WRITING – Basics</b> 1:30 – 3 PM	<b>WELCOME ABOARD</b> 9 – 10:30 AM <b>LEGAL AID-</b> misdemeanor/expungements 12:30 – 1:30 PM <b>Navigating PA CareerLink Website</b> 2 -3:30 PM	<b>On-line Workshops</b>
20	21	22	23	24
<b>On-line Workshops</b>	<b>WELCOME ABOARD</b> 9 – 10:30 AM	<b>RESUME WRITING – Basics</b> 9:30 – 11 AM <b>Cover Letters</b> 12 – 1 PM <b>Correspondence</b> <b>Networking</b> 2 – 3 PM	<b>WELCOME ABOARD</b> 9 – 10:30 AM	<b>On-line Workshops</b>
27 Center Closed	28	29	30	31
  <b>Memorial Day Remembrance</b>	<b>WELCOME ABOARD</b> 9 – 10:30 AM	<b>LinkedIn- Basics</b> 9:30 – 11 AM <b>How to Use Recruiters to Land Jobs</b> 12 – 1 PM <b>How to Jump Over the Age Barrier &amp; Land a Job</b> 2 – 3:30 PM	<b>WELCOME ABOARD</b> 9 – 10:30 AM <b>Accomplishment Stories</b> 9:30 – 11 AM <b>Active Interviewing Strategies</b> 12 - 1 PM <b>RESUME WRITING – Basics</b> 2 - 3:30 PM	<b>Digital Intake</b> Arrive 20 minutes before workshop to complete this improved tool to assist your needs better.

