

DECEMBER 2024

PA CAREERLINK® LUZERNE COUNTY AT WILKES-BARRE



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4 11:15 am: Ace the Interview 12:45 pm: Spanish Resume Writing (Creando un curriculum) 1:45 pm: WIOA Orientation 1:45 pm: Digital Fundamentals	5 10:45 am: WIOA Orientation 12:45 pm: Resume Writing 1:45 pm: Spanish WIOA Orientation	6 10:00 am: Discovering Your Career Path
9 1:45 pm: Digital Fundamentals	10 1:45 pm: Spanish Ace the Interview (As la entrevista)	11 11:15 am: Ace the Interview 12:45 pm: Spanish Resume Writing (Creando un curriculum) 1:45 pm: WIOA Orientation 1:45 pm: Digital Fundamentals	12 8:45 am: Job Club 10:45 am: WIOA Orientation 12:45 pm: Resume Writing 1:45 pm: Spanish WIOA Orientation	13
16 1:45 pm: Digital Fundamentals	17 12:00 pm: Wellness to Work: Managing Seasonal Stress (Virtual) 1:45 pm: Spanish Ace the Interview (As la entrevista)	18 11:15 am: Ace the Interview 12:45 pm: Spanish Resume Writing (Creando un curriculum) 1:00 pm: How to Attract Veteran Talent (Virtual) 1:45 pm: WIOA Orientation 1:45 pm: Digital Fundamentals	19 10:45 am: WIOA Orientation 12:45 pm: Resume Writing 1:45 pm: Spanish WIOA Orientation	20 9:00 am: How to Apply & Navigate the State Employment Website
23	24	25 HAPPY HOLIDAYS OFFICE CLOSED 12/25 & 1/1	26 8:45 am: Job Club	27
30	31		LOCATION: 32 East Union Street, Wilkes-Barre, PA 18701 PHONE: 570-822-1101 FAX: 570-826-2443 TTY: 570-826-2438 BUSINESS HOURS: Mon/Tues/Thurs/Fri 8:00 am- 4:30 pm Wednesday 9:30 am- 4:30 pm www.pacareerlink.pa.gov www.careerlinkwilkesbarre.org	

HOW TO REGISTER FOR EVENTS

- To register for events, log in to your PA CareerLink® account at www.pacareerlink.pa.gov and select the EVENTS tab on your PA CareerLink® Dashboard, then select “Search Events”.
- Navigate through the calendar and click on the event you are interested in attending. Select the “Register” button to register for the event.
- If you have registered to attend a virtual event you will receive an email with the Zoom link. For virtual workshops internet access is required.
- Event descriptions will specify if an event has special registration instructions.

Want weekly job leads sent right to your phone? Sign up for text alerts.



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Auxiliary aids and services are available upon request to individuals with disabilities.
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For more information, visit bit.ly/stevens-amendment.*

EVENT DESCRIPTIONS

ACE THE INTERVIEW: Learn helpful resources to aid in preparing for your next job interview.

SPANISH ACE THE INTERVIEW (As la entrevista): Aprende a prepararte para una entrevista de trabajo.

DIGITAL FUNDAMENTALS: Develop basic computer skills. Navigate the internet & social media. Build a safe & responsible online presence. Create documents, spreadsheets & slides. Communicate via email and direct message.

DISCOVERING YOUR CAREER PATH: Includes a PowerPoint presentation designed for individuals going through a period of transition, who are researching themselves and the workforce in order to make a well-informed career change.

HOT JOBS IN THE BUILDING & TRADES INDUSTRY: Information on opportunities posted on the PA CareerLink® website in the Building & Trades industry in the Wilkes-Barre area.

JOB CLUB: Meet with other job seekers and workforce professionals in this networking meeting designed to share experiences and tips through the job search process.

HOW TO APPLY & NAVIGATE THE STATE EMPLOYMENT WEBSITE: Join us to learn how to create an account, navigate, and apply for federal employment opportunities on www.employment.pa.gov.

HOW TO ENTER JOB SEARCHES ON CWDS & BASIC CWDS NAVIGATION: Basic navigation of the PA CareerLink® website.

HOW TO ATTRACT VETERAN TALENT: Join us as we discuss some tips, things to know, and things to think about for effective recruiting and retention of veterans! This is an online web training geared towards employers.

RESUME WRITING: Learn how to write a professional-looking resume.

SPANISH RESUME WRITING (Creando un curriculum): Aprende a crear un currículum con un formato profesional.

WELLNESS TO WORK: Managing Seasonal Stress: 'Tis the season for celebrations! It's also a busy couple of months, filled with many emotions. Learn ways to cope with day-to-day stressors so you can be better prepared to tackle holiday pressures.

WIOA ORIENTATION: This presentation informs customers how the Workforce Innovation & Opportunity Act Program assists job seekers access employment, education, training, and supportive services to succeed in the labor market and match employers with workers.