

FEBRUARY 2025

PA CAREERLINK® LUZERNE COUNTY AT WILKES-BARRE



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 1:45 pm: Digital Fundamentals	4 1:45 pm: Spanish Ace the Interview (As la entrevista)	5 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	6 10:45 am: WIOA Orientation 12:45 pm: Resume Writing	7 10 am: Discovering Your Career Path
10 1:45 pm: Digital Fundamentals	11 1:45 pm: Spanish Ace the Interview (As la entrevista)	12 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	13 8:45 am: Job Club 10:45 am: WIOA Orientation 12:45 pm: Resume Writing	14
17 <div style="border: 1px solid black; padding: 5px; text-align: center;"> CLOSED in observance of <i>President's Day</i> </div>	18 12 pm: Wellness to Work: Self-Love for Success (Virtual) 1:45 pm: Spanish Ace the Interview (As la entrevista)	19 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	20 10:45 am: WIOA Orientation 12:45 pm: Resume Writing	21
24 1:45 pm: Digital Fundamentals	25 1 pm: LCCC Adult Education Program Virtual Open House 1:45 pm: Spanish Ace the Interview (As la entrevista)	26 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	27 8:45 am: Job Club 10:45 am: WIOA Orientation 12:45 pm: Resume Writing	28

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.careerlinkwilkesbarre.org
www.pacareerlink.pa.gov

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.

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 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.

LCCC ADULT EDUCATION PROGRAM VIRTUAL OPEN HOUSE VIA ZOOM: Internet access required. Meet with Luzerne County Community College staff to learn more about obtaining your GED. To complete your registration, participants must call the PA CareerLink at 570-822-1101.

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

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

WELLNESS TO WORK: SELF-LOVE FOR SUCCESS: Self-love allows us to be assertive, form healthy relationships, prioritize self-care, and pursue our interests and goals. Learn ways to increase self-love practices at home and in the workplace.

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.

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.

Scan the QR code to get
news, events, and job
postings from
PA CareerLink® Luzerne
County delivered via email
and/or text.



SIGN UP FOR TEXT ALERTS



To receive our weekly job alerts via text message,
text JOIN to 570-515-6896

VIRTUAL RESOURCE CENTER

Visit our Virtual Resource Center at
www.careerlinkwilkesbarre.org.
Point to the PROGRAMS tab and select
VIRTUAL RESOURCE CENTER in the JOB SEEKERS section.
Engage in our workshop presentations virtually and
utilize online tools and resources.