

WORKSHOP DESCRIPTIONS

CareerLink workshops are designed to help job seekers gain information and knowledge about topics related to career research, job search skills, and the basic computer skills used when job searching.

After you have attended our Welcome Orientation, you may select from the following workshops to make your job search more effective.

Stop by at the front desk or call 610-988-1300 to schedule.

CAREER RESEARCH

- **Career Decision Making/ Hidden Job Market** – 2 hours – Learn about the range of factors to consider when choosing a career, including top occupations, industries and skills in demand, coupled with personal decisions that affect your career decision. Learn tips on how to find jobs that are not advertised or posted online, research employers, and network.
- **How to Identify Your Skills** – 90 minutes – Recognize your skills and accomplishments and discuss how to incorporate them as Transferrable, Technical and Self-management skills in your resume and job interviews.

COMPUTER SKILLS

- **Computer Basics** – 90 minutes – For the beginner. Learn the basic skills of using a mouse and navigating a computer.

JOB SEARCH SKILLS

- **Resume Writing** – 90 minutes – Follow our tips for creating an effective My JobGateway resume and uploading other resumes to Job Gateway.

If you are interested in more extensive assistance with job search skills and other work readiness skills, please complete a WIOA pre-application and submit it to our front desk.