

Pennsylvania **CareerLink**

BERKS COUNTY



***Free info-sessions
Phone (610)988-1300***

***CALL TODAY TO SCHEDULE AN APPOINTMENT
PLEASE NOTE THIS LIST IS SUBJECT TO CHANGE***

CAREER DECISION MAKING – FREE

Learn about the factors and information to consider when choosing a new career.

HIDDEN JOB MARKET - FREE

Find a range of resources available to use in researching the job market.

RESUME WRITING - FREE

Does your resume produce interviews? Follow tips to learn how to create a professional resume.

COVER LETTERS - FREE

First impressions do count. Learn the elements that must be included in your cover letter to make an employer notice your resume.

INTERVIEWING SKILLS - FREE

Be prepared in advance of your interview to increase your chances of success.

COMPUTER BASICS – FREE

Very basic instruction on how to use a personal computer.

WEBSITE ENROLLMENT – FREE

Enroll on our new website and create a resume for your job search and on-line applications.

WEBSITE JOB SEARCH – FREE

Learn how to search and apply for jobs on our new website.

INTERNET JOB SEARCH – FREE

Learn how to find employer websites and complete on-line job applications.

MICROSOFT WORD BASICS – FREE

Practice some basic Microsoft Word functions like open/edit/save/close a document.

RE-ENTRY SUCCESS – FREE

Learn successful job search strategies for ex-offenders

Workshops in Spanish available on request

Auxiliary aids and services available upon request to individuals with disabilities

Language assistance services available free of charge. Equal Opportunity Employer Program

For more information or to file a complaint, contact:

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