



November 2024



PA CareerLink® Luzerne County at Hazleton

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4 2:30 pm: ESL class offered by United Neighborhood Centers of Northeast PA	5	6 1 pm: Session De Informacion De WIOA 2 pm: Virtual Workshop: WIOA Information Session 2:30 pm: ESL class offered by United Neighborhood Centers of Northeast PA	7 1 pm - 4pm: Digital Fundamentals 1:30pm: Resume Writing 2:30pm: Redacción de currículum	8
11 Office Closed 	12	13 1 pm: Session De Informacion De WIOA 2 pm: Virtual Workshop: WIOA Information Session 2:30 pm: ESL class offered by United Neighborhood Centers of Northeast PA	14 1 pm - 4pm: Digital Fundamentals 1:30pm: Ace the Interview 2:30pm: as la entrevista	15
18 2:30 pm: ESL class offered by United Neighborhood Centers of Northeast PA	19 12pm: Wellness to Work: National Gratitude Month (virtual only)	20 1 pm: Session De Informacion De WIOA 2 pm: Virtual Workshop: WIOA Information Session 2:30 pm: ESL class offered by United Neighborhood Centers of Northeast PA	21 1 pm - 4pm: Digital Fundamentals 1:30pm: Navigating the PA CareerLink Website 2:30pm: Navegación por el sitio web de PA CareerLink	22
25 2:30 pm: ESL class offered by United Neighborhood Centers of Northeast PA	26	27 1 pm: Session De Informacion De WIOA 2 pm: Virtual Workshop: WIOA Information Session 2:30 pm: ESL class offered by United Neighborhood Centers of Northeast PA	28 Office Closed 	29 Office Closed

LOCATION: 75 North Laurel Street,
 Hazleton, PA 18201
PHONE: 570-459-3854 **FAX:** 570-459-3930
TTY: 570-459-3934

BUSINESS HOURS: Mon/Tues/Thurs/Fri 8:00 am- 4:30 pm
 Wednesday 9:30 am- 4:30 pm
www.pacareerlink.pa.gov www.careerlinkhazleton.org
 All Workshops are in person at the PA CareerLink Hazleton office

How to Register for Events

- To register for events, log in to your PA CareerLinkSM account at www.pacareerlink.pa.gov and select the EVENTS tab on your PA CareerLinkSM 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 the morning of the event. For virtual workshops internet access is required.

**HOT JOBS
OF
THE WEEK**



EVENT DESCRIPTIONS

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

ACE LA ENTREVISTA Virtual o en persona: Aprenda recursos útiles para ayudarlo a prepararse para su próxima entrevista de trabajo.

Effective Cover Letter & Thank You Letter In Person: Learn how to write an effective cover letter & thank you letter in order to help with your career search.

Carta de presentación efectiva y carta de agradecimiento en persona: aprenda a escribir una carta de presentación efectiva y una carta de agradecimiento para ayudarlo con su búsqueda de carrera.

Digital Fundamentals @ CareerLink Hazleton: Learn how to: Develop basic computer skills, navigate the internet and social media, build a safe, responsible online presence, create documents, spreadsheets, and slides, communicate via email and direct message. Training will include a foundation in Microsoft Word, Excel, PowerPoint, and Google Docs.

RESUME WRITING Virtual or In Person: Learn how to write a professional-looking resume.

ESCRIBIR UN RESUMEN Virtual o en persona: aprenda a escribir un currículum de aspecto profesional.

Navigating the PA CareerLink® Website Virtual or In Person: Basic navigation of the PA CareerLink® website.

Navegación por el sitio web de PA CareerLink® Virtual o en persona: Navegación básica del sitio web de PA CareerLink®.

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

ORIENTACIÓN DE WIOA: Esta presentación informa a los clientes cómo el programa de WIOA ayuda a las personas que buscan empleo a acceder al empleo, la educación, la capacitación y los servicios de apoyo para tener éxito en el mercado laboral y también para proveer a los empleadores con los trabajadores.

Wellness to Work: National Gratitude Month (virtual only)
Description: Gratitude has a positive impact on our overall well-being and success. Identify common roadblocks and learn tips for increasing daily gratitude.