


December 2024



PA CareerLink® Luzerne County at Hazleton

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 2:30 pm: ESL class offered by United Neighborhood Centers of Northeast PA	3	4 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	5 1 pm - 4pm: Digital Fundamentals 1:30pm: Resume Writing 2:30pm: Redacción de currículum	6
9 2:30 pm: ESL class offered by United Neighborhood Centers of Northeast PA	10	11 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	12 1 pm - 4pm: Digital Fundamentals 1:30pm: Ace the Interview 2:30pm: as la entrevista	13
16 2:30 pm: ESL class offered by United Neighborhood Centers of Northeast PA	17 12pm: Wellness to Work: Managing Seasonal Stress (virtual only)	18 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	19 1 pm - 4pm: Digital Fundamentals 1:30pm: Navigating the PA CareerLink Website 2:30pm: Navegación por el sitio web de PA CareerLink	20
23 2:30 pm: ESL class offered by United Neighborhood Centers of Northeast PA	24	25 Office Closed 	26 1 pm - 4pm: Digital Fundamentals 1:30pm: Effective Cover Letter & Thank You Letter 2:30pm: Carta de presentación efectiva y carta de agradecimiento	27
30 2:30 pm: ESL class offered by United Neighborhood Centers of Northeast PA	31	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: Managing Seasonal Stress (virtual only)

Description: '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.