



Free Career Workshops at the Burlington County American Job Center (BCAJC)

Address | 795 Woodlane Road, Westampton, NJ 08060

Hours of Operation | Monday Through Friday: 8:30 AM – 4:30 PM

*** REGISTRATION REQUIRED (24 HOURS PRIOR) *** To find out Eligibility requirements and to Register for Workshops Call: 609-518-3900

MARCH 2026

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9:00A - 10:00A AJC Orientation 1:30P - 2:30P Effective Job Searching	9:00A - 11:00A Resume & Cover Letter 101 1:30P - 2:30P AJC Orientation	9:00A - 10:00A AJC Orientation 1:30P - 2:30P Mock Interviewing	9:00A - 10:00A Networking & Mastering Connections 1:30P - 2:30P AJC Orientation	9:00A - 10:00A AJC Orientation 1:00P - 3:00P Resume & Cover Letter 101
9	10	11	12	13
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16	17	18	19	20
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23	24	25	26	27
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30	31			
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– Free Career Workshops at the Burlington County American Job Center (BCAJC) –

AJC Orientation – This mandatory orientation will provide you with information about our educational opportunities, resources available to help you in your job search, and services available at the Burlington County American Job Center (BCAJC). You will also learn about the Workforce Innovation and Opportunity Act (WIOA), how to apply for a training grant to obtain a license or certification in an “In Demand” occupation. You will also be provided with an opportunity to sign up to receive text message reminders and alerts for job fairs and other upcoming events within Burlington County.

Effective Job Searching – In this workshop, you'll learn how to set clear employment goals, identify your unique strengths and areas for improvement, and develop strategies to maximize your job search. Whether you're looking to take the next step in your career or exploring new opportunities, this session will equip you with the tools and techniques you need to navigate today's competitive job market.

Resume & Cover Letter 101 – This interactive workshop will give you the necessary tools to create a standout resume and cover letter. Learn how to use powerful key words and craft bullet points to highlight your strengths and achievements. We'll guide you through different resume styles, cover letter techniques, and the role of professional references. Plus, you'll review real-life resume examples and discover the best formatting practices. This offers you an opportunity for a Career Services staff representative to review your resume and provide you with feedback on how to improve your resume.

Networking & Mastering Connections – This interactive workshop will help you leverage your connections to secure gainful employment. You'll develop essential skills to develop your professional online presence, building an elevator pitch, establishing your network and effective tips for communication.

Mock Interview – This session will guide you through the essentials of preparing for any interview scenario. You'll explore different types of interviews, common questions, learn the key roles of both the interviewer and applicant, and understand what to expect in second-round interviews. We'll cover everything from professional appearance, dress, and grooming to phone and voicemail etiquette. This offers you an opportunity for a Career Services staff representative to schedule an additional 1:1 face-to-face job interview with you and provide you with feedback on how to improve your interviewing skills.

ORIENTATION & WORKSHOP REGISTRATION AND ATTENDANCE INFORMATION

***** REGISTRATION IS REQUIRED (24 HOURS PRIOR) *****

To find out Eligibility requirements and to Register for Workshops Call: 609-518-3900 or stop by the BCAJC. All Orientations and Workshops start promptly.

If you arrive late you will need to reschedule.

NO EXCEPTIONS!

Please report to the **Main Lobby INFO Desk** at least 15 minutes prior to the start time of your Orientation or Workshop. The **Main Lobby INFO Desk** is in the Burlington County Human Services Facility (Front Entrance) at **795 Woodlane Road, Westampton, NJ 08060**

ADDITIONAL RESOURCES

Metrix Learning – Metrix Learning is a “free” online learning platform designed to help individuals upgrade existing skills in a specific industry/job area, upgrade soft skills, and/or learn brand new skills of interest to prepare jobseekers for new employment opportunities. Whether you are looking for entry-level or advanced coursework, Skillsoft has a robust library of more than 6,000 courses spanning information technology, business analysis, customer service, project management, digital literacy, and systems development with companies such as Amazon, Microsoft, Cisco, among other topics.

Start your Metrix Learning journey by registering today at:
burlington.metrixlearning.com