

100% GOVERNMENT PHOTO ID
 CHECK TO ENTER THE BUILDING
 Center Hours of Operation:
 Monday - Thursday
 8:30am - 4:30pm
 Friday
 9:30am - 4:30pm



Northwest

2000 14th Street NW,
 3rd Floor
 Washington DC 20009
 202-442-4577
 www.dcnetworks.org

Unemployment Compensation:
 Mon -Thurs 8:30am 4:30pm
 Friday 9:30am - 4:30pm

Center will be closed on February 20,
 2017 in observance of President's Day.

FEBRUARY 2017

(No sessions will be held on Fridays)

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1			1	2	3
Week 2	6	7	8	9	10
Week 3	13	14	15	16	17
Week 4	CLOSED	21	22	23	24
Week 5	27	28			

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:00	Get to Know Your American Job Center (Orientation)	Get to Know Your American Job Center (Orientation)	Get to Know Your American Job Center (Orientation)	Get to Know Your American Job Center (Orientation)	No Workshops
10:30 - 11:30	Smart Resume: Tips, Tools and Techniques	The Conversation That Gets The Job (Interviewing Skills)	Creating a Smart Resume	Navigating DC Networks	No Workshops
1:30 - 2:30		Successfully Submitting Online Job Applications	Writing a Professional Cover Letter	Using Social Media in Your Job Search	No Workshops
3:00 - 4:00					No Workshops

All sessions will be held in Classroom 1

*Please provide proof of Social Security Number

Attendance Policy

First Come, First Serve Seating

Please sign into session at Reception desk 10 minutes before designated start time

Doors will be closed and session will begin at scheduled start time

Seating capacity strictly enforced

Although DOES makes every effort to maintain our schedules as assigned, session times are subject to change without prior notice

REGISTRATION IN DCNETWORKS IS REQUIRED BEFORE SERVICES CAN BE RENDERED.

You can register at www.dcnetworks.org

Session Descriptions

Get to Know Your American Job Center (General Orientation)

This session is designed to provide participants with general information and services provided by the Department of Employment Services and the American Job Center programs which includes an overview of scheduled Performance Enhancement Sessions.

Writing a Professional Cover Letter

A well-written cover letter can increase the chances of an employer viewing your resume. Learn how to write a professional cover letter that best represents your skills and strengths applicable to your desired position.

Smart Resume: Tips, Tools, and Techniques

Your resume is your first impression. Learn how to structure your resume in a way that will stand out to employers. Discussion will include strategies on how to cater your resume to the job description, different resume styles, and using key words and phrases.

Creating a Smart Resume

Now that you've learned how to create a smart resume, let's add the finishing touches! Get guidance with creating, editing, and modifying your resume using DCNetworks.org. (Prerequisite: Smart Resume: Tips, Tools, and Techniques)

The Conversation That Gets the Job (Interviewing Skills)

Market your skills to the employer and prepare for a professional interview. Learn about panel interviewing, what not to say during an interview, and what to do after the interview is over.

Navigating DC Networks

Learn the best strategies to connect with employers and their job postings online through DC Networks. This session will provide you with necessary information to assist you in putting your best foot forward online. Find out about tools that will help you show employers who you are, alert you when new jobs are posted and improve your job search. **Bring user id & password for www.dcnetworks.org.**

Successfully Submitting Online Job Applications

Participants will receive guidance on how to effectively complete an online job application and avoid common errors.

Using Social Media in Your Job Search

Eighty-nine percent (89%) of all new hires are made through referrals, networking, or applicant research. Find out how using social networking sites such as Facebook, Twitter, and LinkedIn can impact your job search.



Microsoft Digital Alliance

Brand new to computers? This 4-week, hands-on course is for you! Learn how to use the mouse, keyboard, and send an email with an introduction to Microsoft programs. You must pre-register for this course by contacting the front desk at the American Job Center NW.

Partner Services

Unemployment Insurance Benefits Services

Customers can file their initial or weekly claims using DCNetworks.org. Customers can speak with a Claims Examiner to discuss issues related to their claim **8:30am-5:00pm Monday thru Thursday, and 9:30am to 5:00 pm on Fridays**. Customers will be received in the center until 4:30pm. After 4:30pm, customers may call the UI Call Center at 202-724-7000.

Vocational Rehabilitation Services are available Monday thru Friday from 9:00am-3:30pm. Customers must have a center referral.

OSSE Postsecondary and Adult Education, GED, Occupational and Digital Literacy-Available weekly by center referral

Staff may also connect job seekers with possible referrals to services that are offered in the community, including services for people with disabilities, mental health services, literacy/ESL/LEP services, etc...