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

americanjobcenter
Northeastern DC

Northeast

5171 South Dakota Ave NE
Washington DC 20017
202-576-3092
www.dcnetworks.org

Unemployment Compensation:
Mon -Thurs 8:30am 4:00pm
Friday 9:30am - 4:00pm

December 2016

Center will be closed on December 26, 2016 in observance of Christmas Day

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1				1	2
Week 2	5	6	7	8	9
Week 3	12	13	14	15	16
Week 4	19	20	21	22	23
Week 5	26 (Closed)	27	28	29	30

	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 - 12:00	Microsoft Digital Alliance (Only offered up until Dec 8, 2016)	Microsoft Digital Alliance (Only offered up until Dec 8, 2016)	Microsoft Digital Alliance (Only offered up until Dec 8, 2016)	Microsoft Digital Alliance (Only offered up until Dec 8, 2016)	No Workshops
1:30 - 2:30	Navigating DCNetworks	Smart Resume: Tips, Tools and Techniques	The Conversation That Gets The Job (Interviewing Skills)	Smart Resume: Tips, Tools and Techniques	No Workshops
3:00 - 4:00	No Workshops	Writing a Professional Cover Letter	Successfully Submitting Online Job Applications	Writing a Professional Cover Letter	No Workshops

Microsoft Digital Alliance will be held in Room 216
Please provide proof of social security number

Attendance Policy

First Come, First Serve Seating
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.

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.

Successfully Submitting Online Job Applications
Participants will learn how to navigate in DCNetworks.org to successfully create job searches and how apply for jobs online.

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 C. Leticia Serrano at 202-576-3078 or at claudia.serrano@dc.gov.

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 Friday. Customers will be received in the center until 4:00pm. After 4:00pm, customers may call the UI Call Center at 202-724-7000.

Career BootCamp Matching Talent To Opportunity
Customers are invited to participate in an intensive 3 hour Interviewing Workshop where Branding and Networking is discussed. Customers also take part in mock interviews. Workshop begins at 1:00pm. Customers are referred by Employment Specialist Only.

Partner Services

Vocational Rehabilitation Services
Mr. Jones is available Monday and Tuesday from 9:00am -3:00pm and Mr. Drew Franklin will be available Wednesday, Thursday and Friday from 9:00am-3:00pm. Customers must have a 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...