**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® Washington, DC

# Southeast

**3720 Martin Luther King Ave SE**
**Washington DC 20032**
**202-741-7747**
**www.dcnetworks.org**

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

*Center will be closed on Monday, May 30, 2016 in observance of Memorial Day

## May 2016

(No sessions will be held on Fridays)

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| Week 1 | 2 | 3 | 4 | 5 | 6 |
| Week 2 | 9 | 10 | 11 | 12 | 13 |
| Week 3 | 16 | 17 | 18 | 19 | 20 |
| Week 4 | 23 | 24 | 25 | 26 | 27 |
| Week 5 | *30 - Center Closed | 31 | | | |

| | 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 | **Microsoft Digital Alliance** (Pre-registration required) | **Microsoft Digital Alliance** (Pre-registration required) | **Microsoft Digital Alliance** (Pre-registration required) | **Microsoft Digital Alliance** (Pre-registration required) | **No Workshops** |
| 1:30 - 2:30 | **Career and Educational Planning** (May 9, 2016 only**)** | **Creating a Smart Resume/ Cover Letter** | **Mock Interviews** (By Appointment only) | **Creating a Smart Resume/ Cover Letter** | **No Workshops** |
| 3:00 - 4:00 | **Successfully Submitting Online Job Applications** | **The Conversation that Gets the Job (Interviewing Skills)** | **Individualized Work Readiness Assistance** (By Appointment only ) | **The Conversation that Gets the Job (Interviewing Skills)** | **No Workshops** |

All sessions will be held in Room 102

## Attendance Policy

First Come, First Serve Seating
Please sign into session at Reception desk at least 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 get to work in the computer lab! Get assistance 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.

**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 Nicky Lane at 202-741-5854 or at Nicky.Lane@dc.gov

## 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-5:00pm 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.

**Vocational Rehabilitation Services** - Available each Thursday. Customers must have a center referral.
**DC Healthy Families**- Available Wednesdays and Fridays. 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...*