100% GOVERNMENT PHOTO ID CHECK TO ENTER THE BUILDING

Center Hours of Operation:

Monday - Friday
8:30am - 4:30pm

americanjobcenter® DISTRICT OF COLUMBIA

Headquarters

4058 Minnesota Avenue NE
Washington DC 20019
202-724-2337
www.dcnetworks.org

Unemployment Compensation:
Monday- Friday 8:30am 4:00pm

June 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	3	4	5	6	7
Week 2	10	11	12	13	14
Week 3	17	18	19	20	21
Week 4	24	25	26	27	28
Week 5					

<table>
<tr><th></th><th>Monday</th><th>Tuesday</th><th>Wednesday</th><th>Thursday</th><th>Friday</th></tr>
<tr><td>9:00-10:00</td><td>Get to Know Your American Job Center (Orientation)</td><td>Get to Know Your American Job Center (Orientation)</td><td>Get to Know Your American Job Center (Orientation)</td><td>Get to Know Your American Job Center (Orientation)</td><td>No Workshop</td></tr>
<tr><td>11:00- 1:00pm</td><td>Smart Resume: Tips, Tools and Techniques & Cover Letter (Seating capacity strictly enforced)</td><td>Navigating DC Networks
And
Successfully Submitting Online Job Applications
(Seating capacity strictly enforced)</td><td>The Conversation That Gets The Job (Interviewing Skills)
(Seating capacity strictly enforced)</td><td rowspan="3">CASAS Testing
By Appointment Only
(Test time 12:00pm - 4:00pm)</td><td>No Workshop</td></tr>
<tr><td rowspan="2">2:30 - 4:15
(CASAS Testing 12pm - 4pm)</td><td rowspan="2">No workshop</td><td rowspan="2">Apprenticeship Information Session (Walk-ins Welcome)</td><td rowspan="2">Resume Review (By Appointment Only)</td><td>No Workshop</td></tr>
<tr><td>No Workshop</td></tr>
</table>

Workshop Attendance Policy

First Come, First Serve Seating - Seating capacity strictly enforced

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

Please read back for workshop description and requirements

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.

Workshop 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 Workshops.

Smart Resume: Tips, Tools and Techniques & 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. 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 desrciption, 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 tips on how to increase their chances of their application being selceted by an employer for an interview.

Apprenticeship Information Session

This information session covers what you need to know to get started in Apprenticeship and construction. What is the work like, what are the expectations/requirements, and what are the next steps – join us to learn and get started in Apprenticeship and construction!

Partner Services

Vocational Rehabilitation Services

Ms. Kenny is available Tuesday's from 9:00am - 3:00pm and Ms. Smith is available Thursday's from 9:00am - 3:00pm. Customers must have a center referral before meeting with the Vocational Rehabilitation Representative, please see a Workforce Specialist to obtain the referral.

Department of Human Services

Are you in need of signing up for or re-certifying for Temporary Assistance for Needy Families, Food Stamps, Child Care Vouchers and/or Medical Insurance? Please visit a DHS representative on either a Monday to sign up for services or Tuesday to re-certify for services. Feel free to contact the main desk (202) 724-2337 with additional questions.

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...