100% PHOTO ID CHECK TO ENTER THE BUILDING
Hours of Operation:
8:30 am - 4:00 pm

americanjobcenter Northwest

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

Walk In Services: Monday and Wednesday 9:00 am—2:00 pm

Unemployment Compensation: Daily 8:30 am - 3:00 pm

NOVEMBER 2013

Mon	Tue	Wed	Thu	Fri
				1
4 **Get to Know Your American Job Center (Orientation)** 9:00am - 10:00am Classroom 1 **Smart Resume: Tips, Tools and Techniques** 11:00am - 12:30pm Classroom 1 **Microsoft Digital Alliance** 2:00pm - 4:00pm Classroom 1 (Pre-registration Required)	5 **Successfully Submitting Online Job Applications** 11:00am - 12:00pm Classroom 1 **Microsoft Digital Alliance** 2:00pm - 4:00pm Classroom 1 (Pre-registration Required)	6 **Writing a Professional Cover Letter** 11:00am - 12:00pm Classroom 1 **Microsoft Digital Alliance** 2:00pm - 4:00pm Classroom 1 (Pre-registration Required)	7 **Creating a Smart Resume** 11:00am - 12:30pm Classroom 1 **Get to Know Your American Job Center (Orientation)** 2:00pm - 3:00pm Classroom 1	8
11 **VETERAN'S DAY OBSERVED** **CENTER CLOSED**	12 **The Conversation That Gets the Job (Interviewing Skills)** 9:30am - 10:30am Classroom 1 **Successfully Submitting Online Job Applications** 11:00am - 12:00pm Classroom	13 **Using Social Media in Your Job Search** 11:00am - 12:00pm Classroom 1	14 **Creating a Smart Resume** 11:00am - 12:30pm Classroom 1 **Get to Know Your American Job Center (Orientation)** 2:00pm - 3:00pm Classroom 1	15
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Attendance Policy

FIRST COME, FIRST SERVE SEATING.
A sign-in sheet will be located at the **Reception desk one (1) hour before designated start time on the day of the session.**
In fairness to all **session participants**, doors will be closed and begin at scheduled start time.
Although DOES makes every effort to maintain our schedules as assigned, **session times are subject to change without prior notice. Seating capacity strictly enforced.**

Inclement Weather Policy
Sessions **MAY** be cancelled if the District Public Schools are closed or delayed, or if the instructor is delayed due to severe weather. **BEFORE YOU TRAVEL**, find out if the session is cancelled by calling **202-442-4577.**

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.

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)

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.

The Conversation That Gets the Job
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.

Successfully Submitting Online Job Applications
Participants will learn how to navigate in DCNetworks.org to successfully create job searches, and will learn how apply for jobs Online. **Seating capacity 15.**

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. Pre-registration is required for the Microsoft Digital Alliance course.
You must pre-register for this class by contacting Dwight Marable at 202- 442-4577.

The Vocational Rehabilitation Representative, Ms. Sookar, will see customers on Monday from 9:00 am – 3:00pm.
Customers must have a referral from an Employment Specialist.

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-3pm Monday thru Friday

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

REGISTRATION IN DC NETWORKS IS REQUIRED BEFORE SERVICES CAN BE RENDERED.
You can register at www.dcnetworks.org