
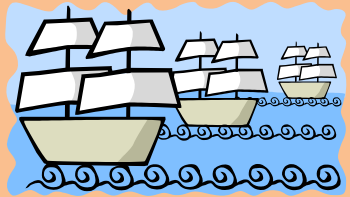





MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1. *OVR Rep Available by Appt.	2.	3. PREP 9:30 & 1:00 BWDP Representative	4. OFFICE CLOSED
7. JOB CLUB @ 10 AM 	8. *OVR Rep Available by Appt.	9. WORKSHOP DAY 9:00 Resume Workshop 10:00 Career Decisions 11:30 Interviewing	10. REA 9:30 & 1:00 BWDP Representative	11. OFFICE CLOSED
14. COLUMBUS DAY!  OFFICE CLOSED	15. *OVR Rep Available by Appt.	16. WIA Intake 9:00	17. PREP 9:30 & 1:00 BWDP Representative	18. OFFICE CLOSED
21. *OVR Rep Available by Appt.	22. *OVR Rep Available by Appt.	23. Disabled Veterans Outreach Program Representative *please call for appointment	24. REA 9:30 & 1:00 BWDP Representative	25. OFFICE CLOSED
28. *OVR Rep Available by Appt.	29. *OVR Rep Available by Appt.	30.	31. HALLOWEEN!  PREP 9:30 & 1:00 BWDP Representative	

TREHAB Hours: Mon-Wed
7:00 am-5:00 pm; Thurs 7:00
am-4:30 pm

*Call above phone number to
sign up for Workshop*

Whether you are looking for a new job or a better job. . . please come in or call in advance to reserve your seat for a workshop. All workshops average one (1) hour. You must be enrolled on the CareerLink website prior to attending the workshops.

ABE/GED CLASSES:

- ✚ Contact TREHAB front desk @ 836-6840 for enrollment information and class details.

WORKSHOPS FOR THE JOB SEEKER (See calendar for monthly schedule)

- ✚ HOW TO CREATE A WINNING RESUME
 - Includes information such as resume types, cover letter samples, how a good resume can improve your job search, how to prepare a resume – using key words, phrases, etc.
- ✚ CAREER DECISION MAKING
 - EOC (Educational Opportunity Center) representative will be available to assist you with career planning, returning to school, researching your career opportunities and to counsel participants on financial aid options and to assist in the application process.
- ✚ INTERVIEW WORKSHOP
 - How to prepare for an interview: what to wear, importance of body language and how to market yourself.

COOPERATIVE AGENCIES

- ✚ O.V.R. (Office of Vocational Rehabilitation)
 - A representative to work individually with job seekers who have a documented physical, emotional or learning disability.
- ✚ BWDP (Bureau of Workforce Development Partnership)
 - A state representative to assist with job search
- ✚ LOCAL VETERANS REPRESENTATIVE
 - A representative just for **YOU**. If you are a veteran of the armed forces and need assistance in seeking employment.
- ✚ A.A.A. (Area Agency on the Aging)
 - A representative is available to work individually with job seekers who are 55 years and older. Contact @ 570-836-2324. Office is located in the Senior Citizens Center at 101 Dymond Terrace, Tunkhannock, PA.

THE TREHAB CENTER

99 BRIDGE STREET

TUNKHANNOCK, PA 18657

570-836-6840 OR TOLL FREE AT: 1-888-287-3422 (1-888-2-TREHAB)

FAX: 570-836-6332