



**Business Hours:**

**Hours:** M-F 8:00 am to 4:00 pm

**Phone:** 717-485-5131

**Fax:** 717-485-9595

**TTY:** 717-485-3970

**Email:** jlynch@emp-trng.org

whoover@emp-trng.org

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**\*\* Visit [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) for job postings, career opportunities, events, and more!**



**No High School Diploma?  
Good News!! We offer Equivalency  
Diploma and Brush-up Classes.  
No Income Guidelines!**

**Call Glenda at 717-485-5131 and/or go to  
[www.huntged.org](http://www.huntged.org) for more details!**

**\*\*\*Flexible scheduling available to  
accommodate most schedules.**

**\*\*\*Free online courses available!**

**Become more marketable  
to employers!**

**SkillUp™ PA available for  
individuals registered with**





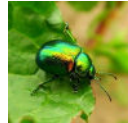


**PA CareerLink®**

**Training courses provided through  
the Metrix Learning Portal.**

**Access your SkillUp™ PA account  
at:**

**<https://southernalleghenies.skillupamerica.org/>**

# June 2025

Mon	Tue	Wed	Thu	Fri
2 	3 INTERVIEWING TECHNIQUES WORKSHOP 9:00 AM - 10:30 AM	4 RESUME WRITING WORKSHOP 1:30 PM - 2:30 PM	5 TIME MANAGEMENT WORKSHOP 1:30 PM - 2:30 PM	6 
9	10 Please Note: Summer classes will be held June 9 <sup>th</sup> – June 12 <sup>th</sup> . Office will be closed Wednesday, June 11 <sup>th</sup> . Please call ahead to schedule appointments.	11	12	13
16	17 JOB SEARCHING WORKSHOP 9:00 AM – 10:00 AM	18 BASIC COMPUTER WORKSHOP 1:00 PM - 2:00 PM	19 Office will be closed In observance of Juneteenth 	20
23	24 JOB CORPS WORKSHOP 1:00 PM – 3:00 PM 	25 CIVIL SERVICE WORKSHOP 1:30 PM - 2:30 PM	26 GETTING A JOB IN TODAY'S COMPETITIVE MARKET" WORKSHOP 9:00 AM - 10:00 AM	27 
30 				<b>**Please contact Joyce, or Wendy at 717-485-5131 to register for workshops**</b>

## **Workshops/Programs offered by Employment and Training, Inc.**

<b>Workshop/Program</b>	<b>Description</b>
<b>Interviewing Workshop</b>	This workshop will assist the customer to prepare for job interviews. The interviewing workshop will provide the job seeker with insight to answering difficult interview questions.
<b>Resume Writing Workshop</b>	This workshop will assist the customer to develop a professional resume, write a career objective, and identify appropriate references.
<b>Time Management Workshop</b>	Attend this workshop to learn how to identify inefficiencies in your daily habits and streamline your routines.
<b>Stress Management Workshop</b>	Identify stress and learn tips and techniques for managing stress.
<b>Civil Service Workshop</b>	This is an informational workshop that will help job seekers understand the procedures required when applying for State Civil Service positions.
<b>Job Searching Workshop</b>	Staff will offer tips on looking for job openings primarily on the internet. We will offer suggestions for completing online job applications.
<b>Basic Computer Workshop</b>	Learn the basic skills in our hands-on workshop. How to use a mouse, basic word processing, Internet, hardware, software and more.
<b>"Getting a Job in Today's Competitive Market" Workshop</b>	This workshop will cover tips on resume writing, labor markets, applications, and interviews.

**Please call Joyce, Wendy, or Miriam @ 717-485-5131 to sign up to attend a workshop!**

Employment & Training, Inc./PA CareerLink® Huntingdon County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services available free of cost. The Workforce Innovation and Opportunity Act (WIOA) Program is funded with federal dollars.

For detailed information see <https://sapdc.org/stevens-amendment/>