
Visit our on-line services and
information @

www.pacareerlink.pa.gov

and

www.careerlinkberks.com

*Pennsylvania CareerLink® Berks
County is an Equal Opportunity
Employer/Program.*

*Auxiliary aids and services are
available upon request to persons
with disabilities.*

*Language assistance services are
available free of cost.*

Weather-related and emergency office
closings are announced at
www.wfmz.com

A proud partner of the

 **AmericanJobCenter®**
network

REV 18-0618

PA CareerLink Berks County
1920 Kutztown Road, Suite F
Reading, PA 19604

PA CareerLink® Berks County



Pennsylvania
CareerLink™

**1920 Kutztown Road, Suite F
Reading, PA 19604**

Phone: 610-988-1300

TTY: 610-988-1312

Office Hours
Mon/Tue/Thu/Fri 8:30 a.m. – 4:30 p.m.
Wednesday 10:00 a.m. – 4:30 p.m.

PA CareerLink® Berks County

Pennsylvania CareerLink® Berks County invites you to explore the wealth of information and services available to assist you in making your job search a successful experience. The entire PA CareerLink® staff is dedicated to helping you achieve your employment goals.

Resource Room

This self-service center is open to the public and full of useful information to assist you with your job search. You can access the resource room Monday through Friday from 10 a.m. to 3 p.m.

Resources include: Computers with Internet access, user-friendly résumé programs, telephones and fax machine, copier (for a fee), AND MORE!

Free On-Line Job Searching

Enroll on the PA CareerLink website at www.pacareerlink.pa.gov and create one resume or several resumes. You can search available postings and refer yourself to job openings.

Unemployment Compensation Claimants

Do you need to talk with someone about your claim? The UC Courtesy phone in our waiting area has a direct line to the UC Service Center.

Career & Education Center for Young Adults Ages 17 – 24 Call 610-988-1387

Did you know that our youth services can serve you whether or not you already have your High School Diploma or GED?

- Initial Assessment
- Effective Resume Preparation
- Interview Skills
- WorkKeys Career Readiness Certificate
- Labor Market Information
- On-the-Job Training
- GED Classes
- Preparation for Advanced Training
- Preparation for Post Secondary Education

Start Here

Welcome Orientation

We hold orientations several times a week. Call 610-988-1300 for days and times; no need to pre-register. We cover

- Current labor market information
- Components of an effective resume
- Importance of your “My PA CareerLink Resume”
- Introduction to
 - Independent Career Services,
 - Expanded Career Services, and
 - Comprehensive Career Services
- Initial assessment and plan for your next steps, and then →

After you have attended our Welcome Orientation you may participate in these **Expanded Career Services**

- How to Identify Your Skills
- Resume Writing
- Ace the Interview
- Excel for Beginners
- Word for Beginners
- Computer Basics
- Career Exploration & Networking

After you have attended our Welcome Orientation, you may be eligible for **Comprehensive Career Services**

- One-on-one employment planning
- Success Starts Here – soft skills for the workplace
- Job Search / Job Club
- Job Development services
- WorkKeys® Career Readiness Certificate
- Individual Training Account (ITA) to go to approved training (when funds are available)
- On-the-Job Training (OJT) opportunities with employers to earn while you learn (when funds are available)

Are you a Veteran?

We greatly appreciate your service to our country. Veterans and eligible spouses are entitled to priority over non-covered persons for the receipt of employment, training and placement services provided under qualified job training programs. Be certain to mention your veteran status to our receptionist.