



The Best Kept Secret in CAMBRIA COUNTY...

Pennsylvania **CareerLink**

Your One Stop for Employment, Education, and Training

Meet 2 of the Secrets of Our Success



Sandra
&
Judith



This is Sandra Benko-Presnell, Career Planner for Training Services through the Workforce Investment Act Program for Adults and Dislocated Workers at the PA CareerLink-Cambria County. Sandra has been with the PA CareerLink-Cambria County since September 2004. She is well educated in the area of Workforce Development. Sandra's primary goal is to provide training services to enhance customers' employment marketability. As an advocate for education/training, Sandra works with the PA CareerLink as your one-stop source for training information and assistance. Sandra's customers are her number one priority. When asked who she works for, she simply replies – "I work for my customers," and then proceeds to acknowledge the organization that employs her. She is committed to ensuring each customer's successful completion of training. Sandra is dedicated to her own professional development in order to provide exceptional services to her customers. At close of business, Sandra devotes her life to her husband Jim, her three dogs Twinkie, Frito, and Tootsie, and family and friends.

Meet Judith N. Hunter, a Vocational Rehabilitation Counselor that has been working for the Commonwealth of Pennsylvania-Labor and Industry for the past 22 years in different positions. She worked for Hiram G. Andrews Center until March of 2006 when she was transferred to the Johnstown Office of Vocational Rehabilitation as a Vocational Rehabilitation Counselor II. Her job is to assist customers with disabilities. She enjoys seeing them obtain employment and increase their confidence - all toward their empowerment process. At least once a week she works at the PA CareerLink-Cambria County. She feels that working at the PA CareerLink has been a wonderful experience and she truly enjoys it. She graduated from Indiana University of Pennsylvania where she received her master's degree in 1992. Since then she has been taking vocational rehabilitation certification program study classes online through San Diego University. As far as home life is concerned, she is happily married and has two teenagers, a son and a daughter who always keep her busy.

ALL of Our Services are at NO COST! ALL of Our Services are at NO COST! ALL of Our Services are at NO COST!

It's Not a Secret Anymore... Read What Some Customers Have to Say...



Thanks for all of your help!

--Shirley, (Local Human Resources Representative) Johnstown, PA



Thank you for helping me get the opportunity to establish a career!

--James, Ebensburg, PA

PA CareerLink Programs

The PA CareerLink-Cambria County offers employment and training services that are federally funded by the Workforce Investment Act (WIA) through Southern Alleghenies Planning and Development Commission. Although some aspects of the program have suitability and eligibility requirements, some services, called Core Services, are available to EVERYONE. Core Services include assistance with enrolling onto the PA CareerLink website, labor market information, internet/computer access, self-directed resume writing software, and workshops at no cost. If you are interested in finding out more about the WIA program, please call to come in to our Information Hour. This session will tell you all about the variety of services offered at the PA CareerLink-Cambria County including the services that have suitability and eligibility requirements, referred to as Intensive and Training Services. If interested, please contact Barry at (814) 533-2493 extension 235.

Of the PA CareerLink's Success

WE NEED YOUR HELP!

If you have a success story that you would like to submit, please email it to Jacki at jtrexler@goodwilljohnstown.org. If your story is selected to be in the next edition of our newsletter, you will receive a current edition of *Johnstown Magazine*.

Check Out These Upcoming Events at PA CareerLink - Cambria County!

We are offering **computer classes at no cost!!!** The classes include **Basic Computer Literacy, Microsoft Word, and Microsoft Excel**
For dates and details, call **Abby or Karen at (814) 533-2493 ext. 221**

[Check our Calendar of Events on our website: www.pacareerlink.state.pa.us](http://www.pacareerlink.state.pa.us), for up-to-date workshop information!

[Also, be sure to log on to our local website at www.cambriacareerlink.org.](http://www.cambriacareerlink.org)

Please note: the PA CareerLink-Cambria County will be closed on the following dates
July 4th, August 10th, August 31st, and September 3rd

JOB SEARCH TIPS

- ***Treat your job search like it's a job.***

Be organized, keep accurate records, and be proactive. Also, be sure to spend an adequate amount of time job searching.

- ***ALWAYS dress appropriately.***

Be sure that you are properly dressed for interviews, job fairs, and when applying for jobs.

- ***Be prepared.***

Develop a good resume and use it. Contact references and have a list of your references available for employers. Be ready to answer any question in an interview, practice your answers to questions before the interview.

- ***Show your communication skills.***

Ensure that all of your communication with potential employers is professional and accurate. This includes, cover letters, resumes, phone calls, and thank you letters.



LOOK FOR OUR NEXT PA CareerLink - Cambria County NEWSLETTER
IN EARLY October 2007

Equal Opportunity Programs. Auxiliary aids and services available upon request to individuals with disabilities.

To sign up for any of these events, or if you have questions regarding PA CareerLink services, please call:

(814) 533-2493 ext. 221 (to speak with the PA CareerLink Service Assistant), TDD (814) 535-6698.

Visit us on the web at www.pacareerlink.state.pa.us.

We are located in downtown, Johnstown at 200 Lincoln Street.

Hours are Monday through Friday 8:00 a.m. to 4:30 p.m.