



## **Bridgeport *American Job Center* Offers November Workshops**

WETHERSFIELD, October 21, 2015 – Connecticut Department of Labor employees in the Bridgeport *American Job Center*, located at 2 Lafayette Square, will offer a variety of training and employment workshops in November to assist area residents. Advanced registration is encouraged due to space limitations. To sign-up for these workshops, please call (203) 455-2700 or go to [http://www.ctdol.state.ct.us/ContactInfo/CTWorks/BPT\\_Info.htm](http://www.ctdol.state.ct.us/ContactInfo/CTWorks/BPT_Info.htm) for online registration.

### **Fundamentals of Résumé Writing – November 5 and 19 (9:30 – 11:30 a.m.)**

Intended for those who do not have a résumé or a current one, this session will cover the basics of résumé creation. Two styles of résumés will be presented, along with what should and should not be included. Participants will gain a thorough understanding of the eight parts of a résumé and the purpose of writing one. A manual will be included for participants to keep.

### **LinkedIn Part 1: Get Connected – November 6 (9 a.m. – noon)**

You must have valid email address for this hands-on class. Learn how to set up a professional networking profile on LinkedIn that will enable you to build your network and connect/share information about job opportunities.

### **Résumé Critique – November 6, 13, 20 (9 – 11 a.m. – by appointment only)**

Schedule an appointment to meet with a Certified Professional Résumé Writer to review your *current* résumé. Bring an updated, typed résumé to your appointment.

### **Advanced Résumé – November 12 and 23 (9:30 – 11:30 a.m.)**

Learn the impact of technology and social media on today's résumé. What are the new trends and how do they affect what to include or omit on the résumé? Come to this class to find the answers.

### **LinkedIn Lab – November 13 (9 a.m. – noon)**

Hands-on computer lab designed to enhance your profile, learn new tips, build connections, work on endorsements / recommendations and have all your questions answered.

### **New Beginnings: Job Search Strategies for Ex-Offenders – November 16 (9 a.m. – noon)**

Learn techniques and strategies for your job search and how to present your past and focus on your strengths as you look forward to your next job.

**Interviewing Techniques – November 17 (9:30 – 11:30 a.m.)**

This interactive session will focus on preparation, methods and follow-up to provide jobseekers with the knowledge and skills necessary to effectively compete with other candidates. The session includes simulated interview questions and the responses of participants will be critiqued to improve performance.

**LinkedIn Part 2: Networking Strategies – November 19 (9 a.m. – noon)**

*Highly Recommended: Completion of LinkedIn Part 1, complete profile, and at least 20 connections.* Learn how to build relationships with contacts, approach new contacts, and generate job leads through proactive networking.

**Successful Job Search Strategies – November 20 (9 a.m. – noon)**

Learn effective job search strategies for the 21<sup>st</sup> century. Assess your preparation and build your confidence as you search for your next opportunity. Learn to implement successful job search methods and discuss the importance of incorporating social media.

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