



MEDIA RELEASE

CT Department of Labor *Communications Office*
Sharon M. Palmer, Commissioner

Bridgeport American Job Center Offers December Workshops

WETHERSFIELD, November 25, 2015 – Connecticut Department of Labor employees in the agency’s Bridgeport *American Job Center*, located at 2 Lafayette Square, are offering a variety of training and employment workshops in December to assist area residents. Due to space limitations, advance registration for these no-cost workshops is encouraged by calling (203) 455-2700 or registering online at www.ctdol.state.ct.us/ContactInfo/CTWorks/BPT_Info.htm.

LinkedIn Part 1: Get Connected – December 2 (9 a.m. – noon)

A valid email address is required 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.

Fundamentals of Résumé Writing – December 3 (9:30 – 11:30 a.m.) and December 15 (1:30 – 3:30 p.m.)

Intended for those who do not have a résumé or a current version, this session includes a lecture and discussion on 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.

Résumé Critique – December 4, 11 and 18 (by appointment only on these days, from 9 –11 a.m.)

Schedule an appointment to meet with a Certified Professional Résumé Writer to review your current résumé. Please bring your updated, typed résumé for review.

Don’t Sweat the Small Stuff: Tips for Managing Stress – December 8 (9:30 – 11:30 a.m.)

Learn successful strategies for coping with stress and your job search.

LinkedIn Lab – December 9 (9 a.m. – noon)

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

(More)

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An Equal Opportunity/Affirmative Action Employer



Advanced Résumé – December 10 (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 have they affected what to include or omit on the résumé? Come to this class to find the answers.

LinkedIn Part 2: Networking Strategies – December 11 (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.

Interviewing Techniques – December 15 (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.

Successful Job Search Strategies – December 18 (9 a.m. – noon)

Learn effective job search strategies for the 21st 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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