



## Hamden American Job Center Offers December Employment & Training Workshops

WETHERSFIELD, November 17, 2015 – Connecticut Department of Labor employees in the agency’s Hamden *American Job Center*, located at 37 Marne Street, will offer a variety of training and employment workshops in December to assist area residents. Advanced registration is encouraged due to space limitations. Please call (203) 859-3200 to register for these no-cost workshops.

**Fundamentals of Résumé Writing – December 2 (9 a.m. – 12 p.m.):** This workshop will provide you with the valuable information you need to create a professional résumé.

**Veterans’ Workshop – December 2, 9, 16, 23 and 30 (1 – 3 p.m.):** Veterans are encouraged to participate in this workshop, which covers the basics of developing an effective résumé. Topics covered include: translating military skills and accomplishments into civilian terminology; understanding federal résumé formatting and common résumé mistakes to avoid. Ample time will be allowed for participants to ask questions of members of the Connecticut Department of Labor’s Office for Veterans’ Workforce Development.

**Interviewing Strategies & Techniques – December 9 (9 a.m. – 12 p.m.):** Learn interview preparation and techniques and discover the best way to respond to questions from an interviewer, how to negotiate a “win-win” package, and learn what to say and when and how to say it.

**Successful Job Search Strategies – December 17 (9 a.m. – 12 p.m.):** Attendees will learn useful job search strategies and gain pointers on telephone skills, networking, the hidden job market and interviewing.

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