



Hamden American Job Center Offers March Employment & Training Workshops

WETHERSFIELD, February 18, 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 March to assist area residents. Advanced registration is encouraged due to space limitations. Call (203) 859-3200 to register for these no-cost workshops.

March 4: Fundamentals of Résumé Writing (9 – 12 p.m.): This workshop will provide you with the valuable information you need to create a professional résumé.

March 6: Successful Job Search Strategies (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.

March 10: LinkedIn for Beginners (9 – 11 a.m.): This workshop uses a lecture/PowerPoint based format to help participants learn the importance of utilizing *LinkedIn* and developing an effective profile page to aid in their job search.

March 11: Fundamentals of Résumé Writing (9 a.m. – 12 p.m.): This workshop will provide you with the valuable information you need to create a professional résumé.

March 12: Internet Job Search (9–11 a.m.): This workshop will give participants an overview of job search strategies using the Internet, and will provide useful information on the most helpful web sites to visit.

March 13: Interviewing Techniques (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.

March 17: Career Exploration (9 a.m. – 12:30 p.m.): Discover your interests, work values and abilities, and learn how to gather information and conduct an occupational search to help you make good career decisions, set goals and take action.

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March 18: Advanced Résumé Writing: (9 –12 p.m.): This workshop goes beyond the Résumé Basics session by covering advanced formatting techniques, as well as offering pointers concerning interviewing skills, networking and the hidden job market.

March 18: Interviewing Techniques (1 – 4 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.

March 19: Networking Club (1 – 3 p.m.): Members of this group will learn how to use networking as part of their job search and other important career tips to apply to their job search now.

March 20: Fundamentals of Résumé Writing (9 – 12 p.m.): This workshop will provide you with the valuable information you need to create a professional résumé.

March 25: LinkedIn for Beginners (1 – 3 p.m.): This workshop uses a lecture/PowerPoint based format to help participants learn the importance of utilizing *LinkedIn* and developing an effective profile page to aid in their job search.

March 26: Advanced Résumé Writing: (9 –12 p.m.): This workshop goes beyond the Résumé Basics session by covering advanced formatting techniques, as well as offering pointers concerning interviewing skills, networking and the hidden job market.

March 27: Over 40 and Looking for Work (8:30 a.m. – 12:30 p.m.): Designed to address the specific needs and challenges of jobseekers over the age of 40, this workshop will provide attendees with strategies to overcome age bias and successful techniques to land and keep their next job.

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