



Hamden American Job Center Offers April Employment & Training Workshops

WETHERSFIELD, March 12, 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 April to assist area residents. Advanced registration is encouraged due to space limitations. Call (203) 859-3200 to register for these no-cost workshops.

April 1: 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.

April 2: 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.

April 7: LinkedIn for Beginners (9 a.m. – 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.

April 8: Advanced Résumé Writing: (9 a.m. – 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.

April 9: 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.

April 15: 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 websites to visit.

April 16: 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.

April 16: Interviewing Strategies & 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.

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April 17: 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.

April 21: 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.

April 24: Over 40 and Looking for Work (8:30 a.m. – 12:30 p.m.): Participants will discuss the challenges and employer expectations for older workers and develop strategies to successfully mitigate possible stereotyping that may occur during the hiring process.

April 28: 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.

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