



MEDIA RELEASE

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

Hamden *American Job Center* Offers May Employment & Training Workshops

WETHERSFIELD, April 9, 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 May to assist area residents. Advanced registration is encouraged due to space limitations. Call (203) 859-3200 to register for these no-cost workshops.

May 1: 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.

May 4: 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 assist in their job search.

May 5: Fundamentals of Résumé Writing (1 – 4 p.m.): This workshop will provide you with the valuable information you need to create a professional résumé.

May 6: 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.

May 6: Veterans’ Workshop (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.

May 8: Interviewing Strategies and 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.

-More-

Media Contact: Nancy Steffens, Communications Director
200 Folly Brook Boulevard, Wethersfield, CT 06109-1114
Phone: (860) 263-6535 – Fax: (860) 263-6536 – www.ct.gov/dol
An Equal Opportunity/Affirmative Action Employer



May 12: 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.

May 13: Fundamentals of Résumé Writing (9 – 12 p.m.): This workshop will provide you with the valuable information you need to create a professional résumé.

May 13: 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.

May 13: Veterans' Workshop (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.

May 14: Interviewing Strategies and 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.

May 14: 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 19: 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.

May 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.

May 20: Veterans' Workshop (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.

May 22: 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.

-More-

May 27: Veterans' Workshop (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.

May 29: 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.

###