



Bridgeport American Job Center Offers May Employment Training Workshops

WETHERSFIELD, April 23, 2015 – Connecticut Department of Labor employees in the agency’s Bridgeport *American Job Center*, located at 2 Lafayette Square, will offer a variety of training and employment workshops in April to assist area residents. Advanced registration for these no-cost workshops is encouraged due to space limitations. Call (203) 455-2700 or register online: http://www.ctdol.state.ct.us/ContactInfo/CTWorks/BPT_Info.htm.

LinkedIn Part 1: Get Connected – May 6 (9 a.m. – 12 p.m.)

This hands-on class will help you 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. *Valid email address required for this workshop.*

Résumé Critique – May 1, May 8, May 15, May 22, May 29, (9 – 11 a.m. – by appointment only)

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

Advanced Résumé – May 14 and May 27 (9:30 – 11:30 a.m.)

Learn the impact of technology and social media on today’s résumé. Explore the new trends and how this affects what to include or omit.

Internet Job Search – May 1 (9 a.m. – 12 p.m.)

Use the Internet as an effective job search tool to find jobs and post résumés. *Participation requires a valid email address and résumé on a flash drive.*

Interviewing Techniques – May 8 (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.

LinkedIn Part 2: Networking Strategies – May 20 (9 a.m. – 12 p.m.)

Learn how to build relationships with contacts, approach new contacts and generate job leads through proactive networking. *Highly Recommended – participant completion of LinkedIn Part 1, Complete Profile, at least 20 connections.*

-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



Résumé Basics – May 7 and May 21 (9:30 – 11:30 a.m.): Intended for those who do not have a résumé or a current one, this session will be 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.

LinkedIn Lab – May 13 and May 27 (9 a.m. – 12 p.m.)

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

Job Search Strategies – May 19 (9:30 – 11:30 a.m.)

Maximize your job search strategies by assessing 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.

Over 40 and Looking for Work – May 28 (9 a.m. – 12 p.m.)

Participants will discuss current trends and generational differences in the workplace, challenges and employer expectations for older workers, and strategies to mitigate possible stereotyping that may occur during the hiring process.

New Beginnings: Job Search Strategies for Ex-Offenders – May 29 (9 – 11 a.m.)

Learn techniques and strategies for your job search and how to present your past and focus on your strengths as you look forward to your next job.

Pardon Project – May 29 (11 a.m. – 12:30 p.m.)

A Representative from Statewide Legal Services of CT will answer questions related to Criminal Pardons in Connecticut.

Online Applications/Résumé – May 11 (9 a.m. – 12 p.m.)

Hands- on conversion of your résumé to text format for email and employers' websites. *Participation requires a valid email address and résumé in Word format on a flash drive.*

###

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

