



Bridgeport American Job Center Offers June Workshops

WETHERSFIELD, May 27, 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 June to assist area residents. Advanced registration is encouraged due to space limitations. Call (203) 455-2700 or online: http://www.ctdol.state.ct.us/ContactInfo/CTWorks/BPT_Info.htm to register for these no-cost workshops.

Believe in Yourself and Make it Happen – June 2 (9:30 –11:30 a.m.)

Motivational workshop. Improve and maintain your self-esteem during your job search.

LinkedIn Part 1: Get Connected – June 3 (9 a.m. – 12 p.m.)

You must have valid email address for this hands – on class. 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.

Résumé Critique – June 5, June 12, June 19, June 26 (9 – 11 a.m.– by Appointment only)

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

Advanced Résumé – June 9, June 25 (9:30-11:30 a.m.)

Learn the impact of technology and social media on today’s resume. What are the new trends and how have they affected what to include or omit on the resume. Come to this class to find the answers.

Internet Job Search – June 11 (9 a.m.– 12 p.m.)

Use the Internet as an effective job search tool to find jobs and post résumés. **Prerequisites: Valid Email Address and résumé on a flash drive.**

Interviewing Techniques – June 12 (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.

Cover Letters, Thank You Notes and More – June 16 (9:30 – 11:30 a.m.)

Learn tips on creating a cover letter to get your résumé read and thank you notes that make you stand out from the crowd.

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LinkedIn Part 2: Networking Strategies – June 17 (9 a.m. – 12 p.m.)

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

Fundamentals of Résumé Writing – June 3 and June 18 (9 a.m. – 12 p.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 – June 10 and June 24 (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.

Successful Job Search Strategies – June 4, June 15 (9 a.m.– 12 p.m.)

Learn effective job search strategies for the 21st century. Assess your preparation and build your confidence as you search for your next opportunity. Learn to implement successful job search methods. Discuss the importance of incorporating social media.

Over 40 and Looking for Work – June 23 (9 a.m.– 12 p.m.)

Exploring 21st century strategies for jobseekers over 40. Discussion of current trends and generational differences in the workplace.

New Beginnings: Job Search Strategies for Ex-Offenders – June 30 (9 a.m.– 12 p.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.

Online Applications/Résumé – June 8 and June 29 (9 a.m.– 12 p.m.)

Hands on conversion of your résumé to text format for email and employers' websites. Prerequisite: Valid email address and a résumé in Word format on a flash drive.

Where Are All The Jobs? – June 26 (9:30 – 11:30 a.m.)

Develop an understanding of local labor market information to assist in career planning and decision making.

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