



Bridgeport American Job Center Offers July Employment and Training Workshops

WETHERSFIELD, June 17, 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 July to assist area residents. Advanced registration is encouraged due to space limitations. Call (203) 455-2700 or go online at http://www.ctdol.state.ct.us/ContactInfo/CTWorks/BPT_Info.htm to register for these no-cost workshops.

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

Attendees must have valid email address. In this hands-on class, participants will learn how to set up a professional networking profile on LinkedIn that will enable them to build their network and connect/share information about job opportunities.

Résumé Critique – July 10, July 17, July 24 and July 31 (9 –11 a.m. - by appointment only)

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

Advanced Résumé – July 14 and July 29 (9:30 – 11:30 a.m.)

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

Internet Job Search – July 20 (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 – July 17 (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 – July 27 (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.

LinkedIn Part 2: Networking Strategies – July 15 (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 – July 9 and July 21 (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 – July 8 July 22, July 29 (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 – July 16 (9 a.m. – 12 p.m.)

Learn effective job search strategies. 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 – July 30 (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 – July 24 (9 a.m. – 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.

Time Out! Strategies to Manage Your Time – July 23 (9:30-11:30 a.m.)

Learn tips on organizing and time management skills that will lead to a more effective job search.

Pardon Project – July 24 (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 – July 10 and July 23 (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.*

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