



MEDIA RELEASE

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

Hamden American Job Center Offers July Employment & Training Workshops

WETHERSFIELD, June 15, 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 July to assist area residents. Advanced registration is encouraged due to space limitations. Call (203) 859-3200 to register for these no-cost workshops.

Fundamentals of Résumé Writing offered (9 – 12 p.m.) on July 1, July 15, July 24: This one day workshop will provide you with the valuable information you need to create a professional résumé.

LinkedIn for Beginners: July 8 (9 – 11 a.m.) and July 15 (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 aid in their job search.

Veterans’ Workshop offered (1 – 3 p.m.) on July 1, July 8, July 15, July 22, July 29: Veterans are encouraged to participate in this one day 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.

Internet Job Search offered on July 9 (1–3 p.m.) and July 16 (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.

July 10: 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.

July 14: 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.

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July 17: 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.

Advanced Résumé Writing offered on July 8 (9 –12 p.m.) and July 30 (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.

July 31: 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.

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