



Bridgeport American Job Center Offers August Employment and Training Workshops

WETHERSFIELD, July 21, 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 August to assist area residents. Advanced registration is encouraged due to space limitations. To register for any of these workshops, call (203) 455-2700 or go online to http://www.ctdol.state.ct.us/ContactInfo/CTWorks/BPT_Info.htm .

LinkedIn Part 1: Get Connected – August 5 (9 a.m.– 12 p.m.)

Attendees must have a 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.

Fundamentals of Résumé Writing – August 6 and August 17 (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 be included or omitted. 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.

Résumé Critique – August 7, 14, 21, and 28 (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.

LinkedIn Lab – August 11 and August 26 (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.

Advanced Résumé – August 13 and August 24 (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.

Successful Job Search Strategies – August 19 (9 – 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.

-More-

LinkedIn Part 2: Networking Strategies – August 20 (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.

Interviewing Techniques – August 21 (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.

Internet Job Search – August 24 (9 – 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.*

Over 40 and Looking for Work – August 27 (9 a.m.– 12 p.m.)

This session explores 21st Century strategies for job seekers over 40. It includes a discussion of current trends and generational differences in the workplace.

New Beginnings: Job Search Strategies for Ex-Offenders – August 28 (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 – August 18 (9 a.m.– 12 p.m.)

This workshop features a 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.*

###

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

