



Hamden American Job Center Offers August Employment and Training Workshops

WETHERSFIELD, July 10, 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 August 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 a.m. – 12 p.m.) on August 4 and August 20: This workshop will provide you with the valuable information you need to create a professional résumé.

Veterans’ Workshop offered (1 – 3 p.m.) on August 5, August 12, August 19 and August 26: Veterans are encouraged to participate in this 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 (9 – 11 a.m.) on August 6 and (1 to 3 p.m.) on August 27: 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.

Interviewing Strategies & Techniques offered (9 a.m. – 12 p.m.) on August 7 and August 26: 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.

August 11: 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.

Advanced Résumé Writing offered (9 – 12 p.m.) on August 13 and August 25: 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.

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LinkedIn for Beginners offered (9 – 11 a.m.) on August 14 and (1 – 3 p.m.) on August 25: 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.

August 21: 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.

August 27: Over 40 and Looking for Work (9 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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