



## **Bridgeport American Job Center Offers September Workshops**

WETHERSFIELD, August 24, 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 September to assist area residents. Advanced registration is encouraged due to space limitations. Call (203) 455-2700 or go online to: [http://www.ctdol.state.ct.us/ContactInfo/CTWorks/BPT\\_Info.htm](http://www.ctdol.state.ct.us/ContactInfo/CTWorks/BPT_Info.htm) to register for these no-cost workshops.

### **LinkedIn Part 1: Get Connected – September 1 (9 a.m. – 12 p.m.)**

You must have a 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.

### **Fundamentals of Résumé Writing – September 2 and September 16 (9:30 a.m. – 11:30a.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 – September 9 and September 30 (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 – September 10 and September 28 (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 résumé. Come to this class to find the answers.

### **Résumé Critique – September 11, 18 and 25 (9 –11 a.m. – by Appointment only)**

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

**Don’t sweat the small stuff: Tips on managing stress – September 11 (9:30 – 11:30 a.m.)** Learn successful strategies for coping with stress and your job search.

### **Internet Job Search – September 14 (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.**

-More-

**Interviewing Techniques – September 18 (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.

**LinkedIn Part 2: Networking Strategies – September 23 (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.

**Successful Job Search Strategies – September 17 (9:30 – 11:30 a.m.)**

Learn effective job search strategies for the 21<sup>st</sup> 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 – September 22 (9 a.m.– 12 p.m.)**

This session explores 21<sup>st</sup> 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 – September 25 (9 – 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.

**Pardon Project – September 25 (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 – September 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 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](http://www.ct.gov/dol)

