



## Hamden American Job Center Offers September Employment & Training Workshops

WETHERSFIELD, August 19, 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 September 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 – September 8, September 24 (9 a.m. – 12 p.m.):** This one-day workshop will provide you with the valuable information you need to create a professional résumé.

**Successful Job Search Strategies – September 8 (1 – 4 p.m.):** Attendees will learn useful job search strategies and gain pointers on telephone skills, networking, the hidden job market and interviewing.

**Veterans’ Workshop offered on September 2, September 9, September 16, September 23 and September 30 from (1–3 p.m.):** 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.

**Career Exploration– September 16 (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.

**Interviewing Strategies & Techniques – September 22 (9 a.m. – 12 p.m.):** Learn interview preparation and techniques and discover the best way to respond to questions from an interviewer including how to negotiate a “win-win” package and learning the best responses.

**Advanced Résumé Writing – September 18, September 30 (9 a.m. – 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.

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**LinkedIn for Beginners – September 2 (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.

**Over 40 and Looking for Work – September 23 (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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