Bridgeport American Job Center Offers
December Employment and Training Workshops

WETHERSFIELD, November 25, 2016 – The Bridgeport American Job Center, located at 2 Lafayette Square, is offering a variety of training and employment workshops in December to assist area residents. Advanced registration is encouraged due to space limitations. Please call (203) 455-2700 to register for these no-cost workshops.

Fundamentals of Résumé Writing – December 2 (9:30 – 11:30 a.m.) and December 15 (1:30 – 3:30 p.m.)
Learn how to write a focused résumé needed to secure a job interview and employment offers. Topics include thinking like an employer, strategies for developing individual sections, relevant vs. irrelevant information, formatting and cover letters.

Over 40 and Looking for Work – December 5 (9 a.m. – 12 p.m.): This workshop examines 21st century strategies for jobseekers over the age of 40, including a discussion of current trends and generational difference in the workplace.

Résumé Critique – December 9 and December 16 (9 – 11 a.m. by appointment only)
Schedule an appointment to meet with a Certified Professional Résumé Writer to review your current résumé. Participants should bring an updated, typed résumé for review.

Advanced Résumé – December 10 (1:30 – 3:30 p.m.) Learn about the impact of technology and social media on today’s résumé. What are the trends and how have they affected what to include on the important employment tool?

Linked In Part 1: Get Connected – December 14 (9 a.m. – 12 p.m.)
Participants are required to have valid email address for this hands-on class. Learn how to establish a professional networking profile on LinkedIn that will enable you to build your network and connect/share information about job opportunities.

Successful Job Search Strategies – December 19 (9:30 – 11:30 a.m.) Learn job search strategies to help you successfully secure your next position. Topics include employer research, networking and using social media to establish a digital presence.

Linked In Part 2: Networking Strategies – December 20 (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

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