Hartford *American Job Center* Offers January Employment and Training Workshops

WETHERSFIELD, December 20, 2016 – Connecticut Department of Labor employees in the agency’s Hartford *American Job Center*, located at 3580 Main Street, will offer a variety of training and employment workshops in January 2017 to assist area residents. Advanced registration is encouraged due to space limitations. Please call (860)256-3700 to register for these no-cost workshops.

**Fundamentals of Résumé Writing** – January 3 and 30 (9 a.m. – 12 p.m.): Intended for those who have never had a résumé or do not have a current résumé, this lecture and discussion will provide the basics of résumé creation. The value of different résumé formats will be presented, along with what should and should not be included. Designed to give participants a thorough understanding of the essential parts of a résumé and the purpose of writing one, and will include the basics of cover letter writing. A manual is included for participants to take with them.

**Career Service Information Session** – January 3, 10, 17, 24 and 31 (9 a.m. – 12 p.m.) and January 4, 5, 11, 12, 18, 19, 25 and 26 (1 – 4 p.m.): This two-hour workshop includes a basic assessment, plus a presentation and explanation of all the services offered in the *American Job Center*. This session is mandatory for participants involved with a Workforce Innovation and Opportunity Act (WIOA) program.

**Successful Job Search Strategies** – January 4 (9 a.m. – 12 p.m.) and January 30 (1 – 4 p.m.): To conduct an effective job search you need to understand the process, the research involved, and the technologies that work. Attending this workshop will give you the skills to make your job search efficient and focused. Tips will include utilizing online resources for researching companies and occupations.

**Mock Interviews** – January 11 (9 a.m. – 12 p.m.): With the assistance of a Career Development Specialist, participants will take part in videotaped “mock” interview sessions.

**Interviewing Strategies** – January 5 (9 a.m. – 12 p.m.): This interactive session is designed to provide the knowledge and skills to effectively compete with other job candidates. It will target your concerns, preparation, methods and follow-up and includes simulated interview questions. Be prepared to participate and share your interview stories! Constructive feedback is designed to help you grow and excel in your interviewing techniques.

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Style – January 6, 13, 20 and 27 (9 – 11 a.m.): Participants will receive information about scholarships for training opportunities within the WIOA program. Customers will learn about the process for applying for a WIOA scholarship. Prior enrollment in a Career Service Information Session orientation session is required.

Access=Ability – January 6 (1 –2:30 p.m.): In this educational workshop participants will learn about employment resources available to people with people with disabilities. CTHires registration is required; walk-ins are welcome.

Over 40 and Looking for Work – January 12 (9:15 a.m. – 12:15 p.m.) Attendees will discuss the challenges and employer expectations for workers over the age of 40. Strategies will be developed to combat the myths of the “older worker” in the hiring process.

Linked In – January 13 (9 a.m. – 12 p.m.): Learn how to set up a professional networking profile that will enable you to build your network and connect/share information for your job search.

Advanced Résumé Writing – January 18 (9 a.m. – 12 p.m.): Participants can enhance the content of their current résumé by fine-tuning the summary/profile, keywords, accomplishments and achievements. Information about cover letters will also be provided.

Career Exploration in Manufacturing – January 24 (9 – 11 a.m.): This workshop features a presentation and explanation about starting a career in Advanced Manufacturing.

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