Bridgeport American Job Center
Offers February Employment Workshops

WETHERSFIELD, February 8, 2016 – Connecticut Department of Labor employees in the agency’s Bridgeport American Job Center, located at 2 Lafayette Square, are offering a variety of training and employment workshops in February to assist area residents. Advanced registration is encouraged due to space limitations. To register for these no-cost workshops, please call (203) 455-2700 or go online to: http://www.ctdol.state.ct.us/ContactInfo/CTWorks/BPT_Info.htm.

Résumé Critique – February 10, 19 and 26 (9 to 11 a.m.)
Schedule an appointment to meet with a Certified Professional Résumé Writer to review your current résumé. Updated, typed résumé is required. Please note, by appointment only.

Successful Job Search Strategies – February 10 (9 a.m. to noon)
Learn effective job search strategies for the 21st Century. Assess your preparation and build your confidence as you search for your next opportunity. Learn to implement successful job search methods and discuss the importance of incorporating social media.

Advanced Résumé – February 11 and 25 (9:30 to 11:30 a.m.)
Learn the impact of technology and social media on today’s résumé. 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.

LinkedIn Part 1: Get Connected – February 17 (9 a.m. to noon)
Hands on class will teach you 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. Please note, you must have valid email address.

Fundamentals of Résumé Writing – February 18 (9:30 – 11:30 a.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.

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An Equal Opportunity/Affirmative Action Employer
Interviewing Strategies and Techniques – February 19 (9:30 to 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.

Your Money: Taking Financial Action Workshop – February 23 (9:30 to 11:30 a.m.)
Family finances are a common source of stress for many people. This workshop will focus on positive money management techniques, practical ways to reduce expenses, strategies for saving, and tips for staying motivated. Learn ways to manage your debt and repair your credit the right way and avoid common mistakes. Information on credit reports and where to go to obtain your free copy will also be provided. This workshop, hosted by the Connecticut Department of Labor, is provided by UCONN Extension and the Connecticut Department of Banking.

LinkedIn Part 2: Networking Strategies – February 24 (9 a.m. to noon)
Learn how to build relationships with contacts, approach new contacts and generate job leads through proactive networking. Highly Recommended: completion of LinkedIn Part 1, Complete Profile, and at least 20 LinkedIn connections.

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