Bridgeport American Job Center Offers March Employment & Training Workshops

WETHERSFIELD, February 29, 2016 – The Bridgeport American Job Center, located at 2 Lafayette Square, is offering a variety of training and employment workshops in March 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 – March 2 and March 17 (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.

LinkedIn Part 1: Get Connected – March 3 and 30 (9 a.m. – 12 p.m.)
Participants are required to have 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.

Résumé Critique – March 4, 11 and 18 (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.

LinkedIn Part 2: Networking Strategies – March 16 (9 a.m. – 12 p.m.)
It is highly recommended that participants first complete LinkedIn Part 1, Complete Profile, and have at least 20 connections. Learn how to build relationships with contacts, approach new contacts and generate job leads through proactive networking.

Interviewing Strategies and Techniques – March 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.

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An Equal Opportunity/Affirmative Action Employer
Advanced Résumé – March 23 (9:30 – 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.

New Beginnings: Job Search Strategies for Ex-Offenders – March 24 (8 – 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 – March 24 (11 a.m. – 12:30 p.m.)
A Representative from Statewide Legal Services of CT will answer questions related to Criminal Pardons in this state.

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