Hamden American Job Center Offers
April Employment & Training Workshops

WETHERSFIELD, March 28, 2016 – The Hamden American Job Center, located at 37 Marne Street, is offering a variety of training and employment workshops in April to assist area residents. Advanced registration is encouraged due to space limitations. Please call (203) 859-3200 to register for these no-cost workshops.

Career Exploration – April 1 (9 a.m. – 12 p.m.): Discover your interests, work values and abilities, and learn how to gather information and conduct an occupational search to help make good career decisions, set goals, and take action.

Fundamentals of Résumé Writing – April 6 and 20 (9 a.m. – 12 p.m.): This workshop provides the valuable information you need to create a professional and effective résumé.

Veterans’ Workshop – April 6, 13 and 20 (1 – 3 p.m.): This workshop for veterans covers the basics of developing an effective résumé. Topics 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.

Interviewing Strategies & Techniques – April 7 and 21 (9 a.m. – 12 p.m.): Geared to provide interview preparation and techniques and help participants discover the best way to respond to questions from an interviewer, how to negotiate a “win-win” package, and learn what to say and when and how to say it.

Advanced Résumé Writing & Cover Letters – April 8 (9 a.m. – 12 p.m.): This workshop is an extension of Fundamentals of Resume Writing and covers advanced formatting techniques, electronic résumés and cover letters.

Successful Job Search Strategies – April 13 (9 a.m. – 12 p.m.): Attendees will learn useful job search strategies and gain pointers on telephone skills, networking, the hidden job market and interviewing.

Over 40 and Looking for Work – April 22 (1 – 4 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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LinkedIn – April 28 (9 a.m. – noon): This workshop uses a lecture/PowerPoint format to help participants learn the importance of utilizing LinkedIn and how to develop an effective profile page to aid in their job search.

Networking Group – April 28 (1 – 3 p.m.): Members of this group will learn how to use networking as part of their job search and additional career tips to apply to their job search.

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