Hartford American Job Center Offers May Employment and Training Workshops

WETHERSFIELD, April 27, 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 May 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** – May 6 (9 – 11:30 a.m.) and May 20 (1:30 – 4 p.m.): Intended for those who have never had a résumé or do not have a current résumé. This lecture and discussion workshop will focus on 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, the session will include the basics of cover letter writing. A manual is included for participants to take with them.

**Successful Job Search Strategies** – May 13 and May 27 (9 – 11:30 a.m.): Understanding the process, the research involved, and the technologies that work are all essential to conduct an effective job search. Attending this workshop will give you the skills needed to make your job search efficient and focused. Tips will include utilizing online resources for researching companies and occupations.

**Interviewing Strategies and Techniques** – May 20 (9 – 11:30 a.m.): This workshop is designed to provide the knowledge and skills to effectively compete with other candidates. This interactive session will target your concerns, preparation, methods and follow-up. There will be simulated interview questions; please 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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