Bridgeport American Job Center Offers June Employment & Training Workshops

WETHERSFIELD, May 27, 2016 – The Bridgeport American Job Center, located at 2 Lafayette Square, is offering a variety of training and employment workshops in June to assist area residents. Advanced registration is encouraged due to space limitations. Please call (203) 455-2700 to register for these no-cost workshops.

**Advanced Résumé – June 2 (9:30 – 11:30 a.m.)** Learn about the impact of technology and social media on today’s résumé. What are the new trends and how have they affected what to include on the résumé? Come to class to find the answers.

**LinkedIn Part 1: Get Connected – June 1 and June 24 (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 – June 3, 10, 17, 24 (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 – June 8 (9 a.m. – 12 p.m.)** It is highly recommended that participants first complete LinkedIn Part 1, Complete Profile, and have at least 20 LinkedIn connections. Learn how to build relationships with contacts, approach new contacts and generate job leads through proactive networking.

**Fundamentals of Résumé Writing – June 9 and June 23 (9:30 – 11:30 a.m.)** Learn how to write a focused résumé needed to secure a job interview and employment offers. Topics include thinking like an employer, strategies for developing individual sections, relevant vs. irrelevant information, formatting and cover letters.

**Interviewing Strategies and Techniques – June 17 (9:30 – 11:30 a.m.)** This interactive session will focus on preparation, methods and follow-up to provide jobseeker 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.

**Successful Job Search Strategies – June 30 (9:30 – 11:30 a.m.)** Learn job search strategies that will help you successfully secure your next position. Topics include employer research, networking and using social media to establish a presence.

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