Hamden American Job Center Offers August Employment & Training Workshops

WETHERSFIELD, July 15, 2016 – Connecticut Department of Labor employees in the agency’s Hamden American Job Center, 37 Marne Street, will offer a variety of training and employment workshops in August to assist area residents. Advanced registration is encouraged due to space limitations. Please call (203) 859-3200 to register for these no-cost workshops.

**Fundamentals of Résumé Writing – August 4 (9 a.m. – 12 p.m.) and August 18 (1– 4 p.m.):** This workshop will provide you with the valuable information you need to create a professional résumé.

**Interviewing Strategies & Techniques – August 4 (1 – 4 p.m.) and August 26 (9 a.m. – 12 p.m.):** Learn interview preparation and techniques and 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.

**Career Exploration – August 5 (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 you make good career decisions, set goals and take action.

**Veterans’ Workshop – August 10, 17, 24 and 31 (1 – 3 p.m.):** Veterans are encouraged to participate in this workshop, which covers the basics of developing an effective résumé. Topics covered include translating military skills and accomplishments into civilian terminology, understanding federal résumé formatting, and common résumé mistakes to avoid. There is ample time for participants to ask questions of members of the Connecticut Department of Labor’s Office for Veterans’ Workforce Development.

**Successful Job Search Strategies – August 11 (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.

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Over 40 and Looking for Work – August 11 (1 – 4 p.m.) and August 19 (9 a.m. – 12 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.

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

LinkedIn – August 25 (9 a.m. – 12 p.m.): This workshop uses a lecture/PowerPoint-based format to help participants learn the importance of utilizing LinkedIn and developing an effective profile page to aid in their job search.

Networking Group – August 25 (1 – 3 p.m.): Members of this group will learn how to use networking as part of their job search and other important career tips to apply to their job search.

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