Bridgeport American Job Center Offers September Employment Workshops

WETHERSFIELD, August 25, 2016 – The Bridgeport American Job Center, 2 Lafayette Square, is offering a variety of training and employment workshops in September to assist area residents. Advance registration is encouraged due to space limitations. To register for these no-cost workshops please call (203) 455-2700.

Résumé Critique – September 2, 9, 23, 30 (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.

Interviewing Strategies and Techniques – September 8 (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.

Where are all the jobs? – September 14 (9 a.m. – 12 p.m.)
Learn about where the hot jobs are in Connecticut and the Southwest area, including wages, training and education requirements, and skills. Ideal for jobseekers, students and those seeking a career change.

Fundamentals of Résumé Writing – September 15 (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.

Linked In Part 1: Get Connected – September 16 (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 enables you to build your network and connect/share information about job opportunities.

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An Equal Opportunity/Affirmative Action Employer
Linked In Part 2: Networking Strategies – September 19 (9 a.m. – 12 p.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.

Successful Job Search Strategies – September 21 (9:30 – 11:30 a.m.)
Learn job search strategies to help you successfully secure your next position. Topics include employer research, networking and using social media to establish a digital presence.

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