Hamden *American Job Center* Offers September Employment & Training Workshops

WETHERSFIELD, August 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 September 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 – Sept. 1 (9 a.m. – 12 p.m.) and Sept. 22 (1– 4 p.m.):** This workshop will provide you with the valuable information you need to create a professional résumé.

**Interviewing Strategies & Techniques – Sept. 1 (1 – 4 p.m.) and Sept. 22 (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.

**Veterans’ Workshop – September 7, 14, 21 and 28 (1 – 3 p.m.):** Veterans are encouraged to participate in this workshop, which 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. 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 – September 8 (1 – 4 p.m.):** Attendees will learn useful job search strategies and gain pointers on telephone skills, networking, the hidden job market and interviewing.

**LinkedIn – September 15 (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.

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