MEDIA RELEASE
CT Department of Labor Communications Office
Commissioner Scott D. Jackson

Willimantic American Job Center Offers September Employment and Training Workshops

WETHERSFIELD, August 25, 2016 – The Willimantic American Job Center will offer a variety of training and employment workshops in September to assist area residents. Advanced registration is encouraged due to space limitations. The Willimantic AJC is located at 1320 Main Street, Tyler Square, and individuals can visit CTHires.com or call (860) 786-6200 to register.

Get Back to Work – You can overcome job search stress. Stay connected, get involved, and know your next steps. Staff can offer guidance, direction and opportunity.
September 1 (10 a.m. – 12 p.m.); September 14 (3 – 5 p.m.); September 27 (1 – 3 p.m.)

Résumé Critique – Have your résumé reviewed by a Certified Professional Résumé Writer trained in developing strategic documents that generate job interviews. Receive objective and unbiased feedback to assist you in addressing problematic issues along with identifying areas for improvement.
September 2 (1 – 3 p.m.) and September 23 (9 – 11 a.m.)

Basic Computer Skills for Online Job Search – In this three-hour workshop, jobseekers will learn basic computer skills necessary to conduct an online job search. Topics include mouse skills, vital keyboard knowledge, basic desktop navigation using Windows 7, accessing the Internet and tabbed browsing, locating and navigating a website, search engines (Google), and job search engines as an Introduction to CTHires.
September 7 (9:30 a.m. – 12:30 p.m.)

Step Up Workshop – Looking for a job? Get an edge over the competition! Find out if you qualify for one of these programs: the Subsidized Training & Employment Program, the Small Manufacturer Training Grant Program or the Step Up for Vets Program.
September 7 and 22 (10:30 a.m. – 12 p.m.)

Fundamentals of Résumé Writing – 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 essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting and cover letters.
September 9 (9 a.m. – 12 p.m.) and September 30 (1 – 4 p.m.)

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Media Contact: Nancy Steffens, Communications Director
200 Folly Brook Boulevard, Wethersfield, CT 06109-1114
Phone: (860) 263-6535 – Fax: (860) 263-6536 – www.ct.gov/dol
An Equal Opportunity/Affirmative Action Employer
In-Demand Jobs in Eastern CT: How OJT Training Can Help You Get Hired: Our on-the-job training programs may give you the competitive edge to get hired. Explore in-demand jobs in advanced manufacturing, technology or engineering, and the skills employers want. On-site screening will pre-qualify you for one or more OJT programs.

September 13 (10 – 11:30 a.m.)

Online Services Orientation – In this two-hour orientation, learn about the features and benefits available in CTHires. Learn how to update your Individual Profile, use My Dashboard and My Calendar. Discover the resources available in the Learning Center and Education Services links – including online learning resources that include Alison, GCF, Basic Computer Skills Tutorial, and Metrix Learning.

September 13 (1:30 – 3:30 p.m.)

Interviewing Strategies and Techniques – Learn how to strategically prepare for critical job interview questions. Topics include company research, developing a candidate message, questions to ask the employer, closing the interview and following up.

September 16 (1 – 4 p.m.)

Health Careers Orientation – An overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Attendees will also receive information about financial assistance.

September 20 (10 – 11:30 a.m.)