Southwest Connecticut American Job Centers Offer November Employment and Training Workshops

WETHERSFIELD, October 20, 2017 – Connecticut Department of Labor employees in the agency’s Bridgeport, Derby and Stamford American Job Centers will offer a variety of training and employment workshops during November to assist area residents. The Bridgeport American Job Center is located at 2 Lafayette Square, the Derby American Job Center is located at 101 Elizabeth Street, and the Stamford American Job Center is located at 141 Franklin Street. Pre-registration is encouraged due to space limitations. Please call the Bridgeport American Job Center at (203) 455-2700 to register for any of these no-cost workshops.

Bridgeport American Job Center November workshops

**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 individual sections, relevant vs. irrelevant information, formatting and cover letters.

**November 2 and 20 (9:30 – 11:30 a.m.)**

**Résumé Critique:** Schedule and appointment to meet with a Certified Professional Résumé Writer to review your current résumé. Participants should bring an updated, typed résumé for review.

**November 3, 17 (9 – 11 a.m.) by appointment only, please**

**Linked In – Part 1:** You must have a valid email address for this hands-on class. Learn how to set up a professional networking profile on LinkedIn that enable you to build your network and connect/share information about job opportunities.

**November 16 (9 a.m. – 12 p.m.)**

**Successful Job Search Strategies:** 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 digital presence.

**November 17 (9:30 – 11:30 a.m.)**

-more-

**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
LinkedIn – Part 2: Networking Strategies: It is highly recommended that participants first complete LinkedIn – Part 1, Complete Profile, and have at least 20 connections. Learn how to build relationships with contacts, approach new contacts and generate job leads through positive networking.

November 29 (9 a.m. – 12 p.m.)

Interviewing Strategies and Techniques: 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 participant responses will be critiqued to improve performance.

November 30 (1:30 – 3:30 p.m.)

Derby American Job Center October workshops
LinkedIn – Part 1: You must have a 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.

November 22 (9 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 individual sections, relevant vs. irrelevant information, formatting and cover letters.

November 17 (9 a.m. – 12 p.m.)

Stamford American Job Center October workshops
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 individual sections, relevant vs. irrelevant information, formatting and cover letters.

November 17 (9 a.m. – 12 p.m.)

Successful Job Search Strategies: 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 digital presence.

November 7 (9 a.m. – 12 p.m.)

###