



Hartford *American Job Center* Offers July Employment and Training Workshops

WETHERSFIELD, June 21, 2017 – Connecticut Department of Labor employees in the agency’s Hartford *American Job Center*, located at 3580 Main Street, will offer a variety of training and employment workshops in July to assist area residents. Advanced registration is encouraged due to space limitations. Please call (860) 256-3700 to register for these no-cost workshops.

Linked In: This workshop is designed to help attendees establish a professional networking profile to build their networks, develop better connections, and share information.

July 10 (9:15 a.m. – 12 p.m.)

Fundamentals of Résumé Writing: Intended for those who have never had a résumé or do not have a current one, this lecture and discussion covers the basics of résumé creation. The value of different formats will be presented, along with what should and should not be included. Designed to give participants a thorough understanding of the essential parts of a résumé and its purpose; the basics of cover letter writing will also be addressed. A manual will be included for participants to take with them.

July 13 (1:15 – 4 p.m.) and July 28 (9:15 a.m. – 12 p.m.)

Advanced Résumé Writing: Participants can enhance the content of their current résumé by fine-tuning the summary/profile, keywords, accomplishments and achievements. Information about cover letters will also be provided.

July 14 (9:15 – 12 p.m.) and July 27 (1:15 – 4 p.m.)

Successful Job Search Strategies: Understanding the process, research involved, and technologies that work are essential in conducting an effective job search. This workshop provides the skills needed to make a job search efficient and focused, and offers tips on utilizing online resources for researching companies and occupations.

July 17 (9:15 a.m. – 12 p.m.) and July 31 (1:15 – 4 p.m.)

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Interviewing Skills: Designed to provide the knowledge and skills needed to effectively compete with other candidates, this interactive session targets preparation, methods, and follow-up. Includes simulated interview questions; attendees are asked to be prepared to share interview stories. Constructive feedback is designed to help attendees grow and excel in their interviewing techniques.
July 17 (1:15 – 4 p.m.) and July 31 (9:15 a.m. – 12 p.m.)

Over 40 and Looking for Work: Attendees will discuss the challenges and employer expectations for workers over the age of 40. Strategies will be developed to combat the myths of the “older worker” in the hiring process.
July 14 (9:30 a.m. – 12 p.m.) and July 28 (1:30 – 4 p.m.)

Ex-Offender Reentry Workshop: Addresses a wide range of issues facing individuals looking to re-enter the job market following a period of incarceration. Workshop includes computer labs, navigating tips when using the *CTHires* online employment system, and employer recruitment and career fairs. Attendees also learn how to write a résumé, use Microsoft Word, apply for jobs online, interviewing skills, and non-verbal communication tips.
July 23 (9:30 a.m. – 12:30 p.m.)

Mock Interviews: With the assistance of a Career Development Specialist, participants take part in videotaped mock interview sessions.
July 24 (9:15 a.m. – 12 p.m.)

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