



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

WETHERSFIELD, August 25, 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 September to assist area residents. Advance 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 you establish a professional networking profile, build your network, and better connect and share information.

September 8 (9:30 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. The goal is to give participants a thorough understanding of the essential parts of a résumé and its purpose, as well as the tips for cover letter writing. A manual will be included for participants to take with them.

September 8 or September 22 (9:15 a.m. – 12 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 conduct an efficient and focused job search, and offers tips on utilizing online resources for researching companies and occupations.

September 11 (9:15 a.m. – 12 p.m.) and September 25 (1:15 – 4 p.m.)

Interviewing Skills: Designed to provide the knowledge and the skills needed to effectively compete with other candidates, this interactive session targets preparation, methods and follow-up and includes simulated interview questions. Attendees should be prepared to participate and share interview Stories; constructive feedback is designed to help you grow and excel in your interviewing techniques.

September 11 (1:15 – 4 p.m.) and September 25 (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.

September 15 (9:15 a.m. – 12 p.m.)

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Commissioner Scott D. Jackson

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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.

September 18 (1:15 a.m. – 4 p.m.) and September 29 (9:15 a.m. – 12 p.m.)

Mock Interviews: With the assistance of a Career Development Specialist, participants take part in videotaped “mock” interview sessions to improve skills and review responses.

September 18 (9:15 a.m. – 12 p.m.)

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