



## **Hamden American Job Center Offers November Employment and Training Workshops**

WETHERSFIELD, October 23, 2018 – 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 to assist area residents in November. Advance registration is encouraged due to space limitations. Please call (203) 859-3200 to register for these no-cost workshops.

**Fundamentals of Résumé Writing:** Provides valuable information to create a professional résumé.  
**November 2 (9 a.m. – 12 p.m.) and November 15 (1 – 4 p.m.)**

**Interviewing Strategies & Techniques:** 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.  
**November 5 (9 a.m. – 12 p.m.) and November 29 (1 – 4 p.m.)**

**Veterans’ Workshop:** Veterans are encouraged to participate in this workshop that 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 Hamden *American Job Center* employees who themselves served in the military.  
**November 7 and 21 (1 – 3 p.m.)**

**Over 40 and Looking for Work:** Participants will discuss the challenges and employer expectations for older workers and develop strategies to successfully mitigate possible stereotyping that may occur during the hiring process.  
**November 13 (1 – 4 p.m.) and November 19 (9 a.m. – 12 p.m.)**

**Successful Job Search Strategies:** Attendees will learn useful job search strategies and gain pointers on telephone skills, networking, the hidden job market and interviewing.  
**November 26 (9 a.m. – 12 p.m.)**

(more)

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## MEDIA RELEASE

CT Department of Labor *Communications Office*  
Commissioner Kurt Westby

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**Résumé Critiques:** Résumés are reviewed, by appointment, in half-hour intervals on Mondays and Fridays. Please bring a hard copy of your résumé. Receive objective and unbiased feedback to assist you in addressing problematic issues along with identifying areas for improvement. Participation in the *Fundamentals of Résumé Writing* workshop is recommended before scheduling a critique.

**Needs Assessments:** Conducted by appointment, in 45-minute intervals, every Friday. Offers one-on-one career exploration assistance with a Career Development Specialist reviewing individual career needs and creating an individual employment plan.

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