



## ***Southwest Connecticut American Job Centers Offer November Employment and Training Workshops***

WETHERSFIELD, October 24, 2018 – 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 to assist area residents in November. 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**

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

**November 2, 16 and 30 (9 – 11 a.m. by appointment only)**

**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 7 (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 9 and 19 (9:30 – 11:30 a.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 15 (1:30 – 3:30 p.m.)**

**LinkedIn – Part 2: Networking Strategies:** It is 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 28 (9 a.m. – 12 p.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](http://www.ct.gov/dol)

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**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 the responses of participants will be critiqued to improve performance.

**November 30 (9:30 – 11:30 a.m.)**

**Derby American Job Center November workshops**

**LinkedIn – Part 2: Networking Strategies:** It is recommended that participants first complete *Linked In – 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 30 (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 9 (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 the responses of participants will be critiqued to improve performance.

**November 16 (9 a.m. – 12 p.m.)**

**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 enable you to build your network and connect/share information about job opportunities.

**November 2 (9 a.m. – 12 p.m.)**

**Stamford American Job Center November workshops**

**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 the responses of participants will be critiqued to improve performance.

**November 6 (9 a.m. – 12 p.m.)**

(more)

**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 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 27 (9 a.m. – 12 p.m.)**

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