



Hamden *American Job Center* Offers December Employment and Training Workshops

WETHERSFIELD, November 19, 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 December. Advance registration is encouraged due to space limitations. Please call (203) 859-3200 to register for these no-cost workshops.

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.

December 7 (9 a.m. – 12 p.m.) and December 17 (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 members of the Hamden *American Job Center* staff who themselves served in the military.

December 5, 19 (1 – 3 p.m.)

Successful Job Search Strategies: Attendees will learn useful job search strategies and gain pointers regarding telephone skills, networking, the hidden job market and interviewing.

December 14 (9 a.m. – 12 p.m.)

Fundamentals of Résumé Writing: This workshop provides the valuable information you need to create a professional résumé.

December 3 (9 a.m. – 12 p.m.) and December 13 (1 – 4 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.

December 10 (9 a.m. – 12 p.m.) and December 20 (1 – 4 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, Mondays and Fridays. Please bring a hard copy of your résumé for 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: Needs assessments are conducted Fridays, in 45-minute intervals, by appointment. Provides one-on-one career exploration with a Career Development Specialist reviewing individual career needs and creating an individual employment plan.

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