



## **Southwest Connecticut American Job Center Offers January Employment and Training Workshops**

WETHERSFIELD, December 28, 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 during January. 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 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.  
**January 11, 18 and 25 (9 – 11 a.m. by appointment only)**

**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.  
**January 23 (9:30 – 11:30 a.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.  
**January 24 (9:30 – 11:30 a.m.)**

**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 enables you to build your network and connect/share information about job opportunities.  
**January 29 (9 a.m. – noon)**

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**Derby American Job Center January workshops**

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

**January 11 (9 a.m. – noon)**

**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.

**January 18 (9 a.m. – noon)**

**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.

**January 25 (9 a.m. – noon)**

**Stamford American Job Center January workshops**

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

**January 8 (9 a.m. – noon)**

**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.

**January 18 (9 a.m. – noon)**

**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.

**January 22 (9 a.m. – noon)**

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