



## **Hartford *American Job Center* Offers March Employment and Training Workshops**

WETHERSFIELD, February 28, 2018 – 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 March to assist area residents. Advance registration is encouraged due to space limitations. Please call (860) 256-3700 to register for these no-cost workshops.

**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.

**March 5 (9:15 – 11:45 a.m.)**

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

**March 9 and 26 (9:15 – 11:45 a.m.)**

**Fundamentals of Résumé Writing:** Intended for those who have never had a résumé or do not have a current résumé, this lecture and discussion will cover the basics of résumé creation. The value of different résumé formats will be presented, along with what should and should not be included. Designed to give participants a thorough understanding of the essential parts of a résumé and its purpose; the basics of cover letter writing will also be addressed. A manual will be included for participants to take with them.

**March 12 and 23 (9:15 – 11:45 a.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 make a job search efficient and focused, and offers tips on utilizing online resources for researching companies and occupations.

**March 16 (9:15 – 11:45 a.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.

**March 12 (9:15 – 11:45 a.m.)**

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**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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