



Southwest Connecticut American Job Centers Offer April Employment and Training Workshops

WETHERSFIELD, March 26, 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 during April to assist area residents. 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* April workshops

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.

April 6 and April 20 (9:30 – 11:30 a.m.)

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.

April 6, April 13, April 27 (9 – 11 a.m. by appointment only)

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.

April 4 and April 25 (9 a.m. – noon)

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.

April 19 (1:30-3:30 p.m.)

LinkedIn – Part 2: Networking Strategies: It is highly 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.

April 11 (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.

April 13 (9:30 –11:30 a.m.)

Derby American Job Center April 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 enable you to build your network and connect/share information about job opportunities.

April 6 (9 a.m. – noon)

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. **April 13 (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.

April 27 (9 a.m. - 12 p.m.)

Stamford American Job Center April 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.

April 20 (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.

April 24 (9 a.m. – 12 p.m.)

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MEDIA RELEASE

CT Department of Labor *Communications Office*
Commissioner Scott D. Jackson