



Southwest Connecticut American Job Centers offer May Employment and Training Workshops

WETHERSFIELD, April 30, 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 May 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 May 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.

May 4 (9:30 – 11:30 a.m.)

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

May 4, May 11 and May 18 (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.

May 2, May 8 and May 30 (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.

May 17 (1:30 – 3:30 p.m.)

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

May 22 (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.

May 18 (9:30 a.m. – 11:30 a.m.)

**Derby American Job Center May
workshops**

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

May 4 (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.

May 18 (9 a.m. – 12 p.m.)

**Stamford American Job Center May
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.

May 1 (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.

May 22 (9 a.m. – 12 p.m.)

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