



Southwest Connecticut American Job Centers Offer June Employment and Training Workshops

WETHERSFIELD, May 17, 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 June to assist area residents. The Bridgeport center is located at 2 Lafayette Square, the Derby center is located at 101 Elizabeth Street, and the Stamford 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* June 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.

June 1, 8, 15, 22, or 29 (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.

June 5 or June 19 (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.

June 8 or June 29 (9:30 – 11:30 a.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.

June 21 (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.

June 26 (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. Includes simulated interview questions with the responses of participants critiqued to improve performance.

June 15 (9:30 – 11:30 a.m.)

Derby American Job Center June 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.

June 1 (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. Includes simulated interview questions with the responses of participants critiqued to improve performance.

June 8 (9 a.m. – 12 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.

June 29 (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.

June 22 (9 a.m. – 12 p.m.)

Stamford American Job Center June 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. Includes simulated interview questions with the responses of participants critiqued to improve performance.

June 15 (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.

June 26 (9 a.m. – 12 p.m.)

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