



Hamden *American Job Center* Offers October Employment and Training Workshops

WETHERSFIELD, September 25, 2018 – Connecticut Department of Labor employees in the agency’s Hamden *American Job Center*, 37 Marne Street, will offer a variety of training and employment workshops in October to assist area residents. Advance registration is encouraged due to space limitations. Please call (203) 859-3200 to register for these no-cost workshops.

Fundamentals of Résumé Writing: Valuable information needed to create a professional résumé.
October 1 (9 a.m. – 12 p.m.) and October 18 (1 – 4 p.m.)

Veterans’ Workshop: Veterans are encouraged to participate in this workshop that covers the basics of developing an effective résumé. Topics include translating military skills and accomplishments into civilian terminology, understanding federal résumé formatting, and common résumé mistakes to avoid. There is ample time for participants to ask questions of Labor Department veterans’ personnel.
October 10 and October 24 (1 – 3 p.m.)

Interviewing Strategies & Techniques: Learn interview preparation and techniques and discover the best way to respond to questions from an interviewer, how to negotiate a “win-win” package, and learn what to say and when and how to say it.
October 11 (1 – 4 p.m.) and October 15 (9 a.m. – 12 p.m.)

Successful Job Search Strategies: Attendees will learn useful job search strategies and gain pointers on telephone skills, networking, the hidden job market and interviewing.
October 22 (9 a.m. – 12 p.m.)

Over 40 and Looking for Work: Participants will discuss the challenges and employer expectations for older workers and develop strategies to successfully mitigate possible stereotyping that may occur during the hiring process.
October 29 (9 a.m. – 12 p.m.) and October 23 (1 p.m.-4 p.m.)

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MEDIA RELEASE

CT Department of Labor *Communications Office*
Commissioner Kurt Westby

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Résumé Critiques: Résumés are reviewed in half-hour intervals **Mondays and Fridays by appointment.** Please bring a hard copy of your résumé to receive objective and unbiased feedback to assist you in addressing problematic issues along with identifying areas for improvement. Participation in the *Fundamentals of Résumé Writing* workshop is recommended before scheduling a critique.

Needs Assessments: Conducted in **45-minute intervals, by appointment, every Friday at the job center.** This workshop offers one-on-one career exploration with a Career Development Specialist, reviewing individual career needs and creating an individual employment plan.

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