

# American Job Centers in Southwest Connecticut Offer February Training Workshops

WETHERSFIELD, January 25, 2019 – 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 to assist area residents in February. 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* February 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.  
**February 8 and February 19 (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.  
**February 8, 15 and 22 (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 will enable you to build your network and connect/share information about job opportunities.  
**February 20 (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.  
**February 27 (9 a.m. – 12 p.m.)**

(more)

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**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.

**February 28 (1:30 – 3:30 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.

**February 21 (1:30 – 3:30 p.m.)**

#### ***Derby American Job Center February 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.

**February 1 (9 a.m. – 12 p.m.)**

**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 will enable you to build your network and connect/share information about job opportunities.

**February 8 (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.

**February 15 (9 a.m. – 12 p.m.)**

#### ***Stamford American Job Center February workshops***

**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.

**February 5 (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.

**February 15 (9 a.m. – 12 p.m.)**

(more)

**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.

**February 19 (9 a.m. – 12 p.m.)**

**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.

**February 26 (9 a.m. – 12 p.m.)**

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