



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

WETHERSFIELD, February 19, 2019 – Connecticut Department of Labor employees in the agency’s Hamden *American Job Center*, located at 37 Marne Street, will offer a variety of training and employment workshops in March 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: Provides the valuable information you need to create a professional résumé.

March 4 (9 a.m. – 12 p.m.) and March 21 (1 – 4 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.

March 11 (9 a.m. – 12 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.

March 18 (9 a.m. – 12 p.m.) and March 28 (1 – 4 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.

March 14 (1 – 4 p.m.) and March 25 (9 a.m. – 12 p.m.)

(more)

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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 Hamden *American Job Center* employees who themselves served in the military.

March 27 (1 – 3 p.m.)

Résumé Critiques: Résumés are reviewed, by appointment, in half-hour intervals on Mondays and Fridays. Please bring a hard copy of your résumé. 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: Needs assessments are conducted by appointment, in 45-minute intervals, every Friday. This workshop offers a one-on-one career exploration with a Career Development Specialist reviewing individual career needs and creating an individual employment plan.

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