



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

WETHERSFIELD, April 24, 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 May 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.

May 3 (9 a.m. – 12 p.m.) and May 13 (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.

May 6 (9 a.m. – 12 p.m.) and May 20 (1 – 4 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.

May 10 (9 a.m. – 12 p.m.) and May 23 (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.

May 17 (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.

May 29 (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: Conducted, by appointment, Fridays during 45-minute intervals. 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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