



## **Southwest Connecticut American Job Center Offers July Employment and Training Workshops**

WETHERSFIELD, June 27, 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 during July. 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 July 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 will enable you to build your network and connect/share information about job opportunities.

**July 10 (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.

**July 12 and 26 (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.

**July 12, 19 and 26 (9 – 11 a.m. by appointment only)**

**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.

**July 18 (1:30 – 3:30 p.m.)**

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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.

**July 22 (9:30 – 11:30 a.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.

**July 31 (9 a.m. – 12 p.m.)**

#### **Derby American Job Center July 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.

**July 12 (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.

**July 26 (9 a.m. – 12 p.m.)**

**LinkedIn – Part 1: Networking Strategies:** 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.

**July 19 (9 a.m. – 12 p.m.)**

#### **Stamford American Job Center July 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.

**July 12 (9 a.m. – 12 p.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.

**July 16 (9:30 – 11:30 a.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.  
**July 23 (9 a.m. – 12 p.m.)**

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