



Hartford American Job Center Offers August Employment and Training Workshops

WETHERSFIELD, July 22, 2019 – Connecticut Department of Labor employees in the agency’s Hartford *American Job Center*, located at 3580 Main Street, will offer a variety of training and employment workshops to assist area residents in August. Advance registration is encouraged due to space limitations. Please call (860) 256-3700 to register for these no-cost workshops.

Successful Job Search Strategies: Understanding the process, research involved, and technologies that work are essential in conducting an effective job search. This workshop provides the skills needed to make a job search efficient and focused, and offers tips on utilizing online resources for researching companies and occupations.

August 2 (9:15 – 11:45 a.m.) and August 12 (9:15 – 11:45 a.m.)

Over 40 and Looking for Work: Attendees will discuss the challenges and employer expectations for workers over the age of 40. Strategies will be developed to combat the myths of the “older worker” in the hiring process.

August 5 (9:15 – 11:45 a.m.)

Interviewing Strategies: Designed to provide the knowledge and skills needed to effectively compete with other candidates, this interactive session targets preparation, methods and follow-up and includes simulated interview questions. Attendees should be prepared to participate and share interview stories. Constructive feedback is designed to help you grow and excel in your interviewing techniques.

August 5 (1:15 — 3:45 p.m.) and August 23 (9:15 — 11:45 a.m.)

Fundamentals of Résumé Writing: Intended for those who have never had a résumé or do not have a current résumé, this lecture and discussion will cover the basics of résumé creation. The value of different résumé formats will be presented, along with what should and should not be included. Designed to give participants a thorough understanding of the essential parts of a résumé and its purpose; the basics of cover letter writing will also be addressed. A manual will be included for participants to take with them.

August 9 (9:15 –11:45 a.m.) and August 26 (9:15 – 11:45 a.m.)

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Mock Interviews: With the assistance of a Career Development Specialist, participants take part in videotaped “mock” interview sessions.

August 16 (9:15 – 11:45 a.m.)

LinkedIn: Designed to assist attendees establish a professional networking profile to help build an online network and better connect and share information.

August 19 (1:15 – 3:45 p.m.)

Veterans Workshop: Learn about veterans services at the Connecticut Department of Labor and acquire skills to help get you employed. Weekly topics include résumé writing, career fair success and interviewing techniques.

August 21 (2 – 3:45 p.m.)

Essentials of Cover Letter Writing: A well written cover letter immediately communicates to the reader why he/she needs to give your résumé serious consideration. When done right, the cover letter clearly explains why you’re the perfect candidate. In this workshop, participants will learn current strategies for drafting concise, customized cover letters that get results.

August 28 (1:15 – 3:45 p.m.)

Advanced Résumé Writing: Participants can enhance the content of their current résumé by fine-tuning the summary/profile, keywords, accomplishments and achievements. Information about cover letters will also be provided.

August 30 (9:15 – 11:45 a.m.)

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