



Hartford *American Job Center* Offers Free September Employment and Training Workshops

August 14, 2019

HARTFORD – A variety of free training and employment workshops to assist Hartford-area residents will be offered in September at the Connecticut Department of Labor’s *American Job Center*, located at 3580 Main Street, Hartford.

Advance registration is encouraged due to space limitations. Please call 860-256-3700 to register for these workshops:

Successful Job Search Strategies: Sept. 3 and Sept. 20 from 9:15 to 11:45 a.m.

Conducting an effective job search requires an understanding of the search process, the research involved, and the technologies that can help secure employment. 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.

Interviewing Strategies: Sept. 3 from 9:15-11:45 a.m. and Sept. 16 from 1:15 to 3:45 p.m.

This workshop is 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.

Over 40 and Looking for Work: Sept. 9 from 9:15-11:45 a.m.

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.

Mock Interviews: Sept. 16 from 9:15-11:45 a.m.

With the assistance of a Career Development Specialist, participants take part in videotaped mock interview sessions.

Veterans Workshop: September 18 from 2-3:45 p.m.

Learn about veterans’ services available at the CT Department of Labor and acquire skills to help get employed. Weekly topics include resume writing, career fair success and interviewing techniques.

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Fundamentals of Resume Writing: Sept. 23 from 9:15-11:45 a.m.

Intended for those who have never had a resume or do not have a current resume, this lecture and discussion will cover the basics of resume creation. The workshop is designed to give participants a thorough understanding of the essential parts of a resume and its purpose. The basics of cover letter writing also will be addressed. Participants will be given a take-home manual.

Essentials of Cover Letter Writing: Sept. 25 from 1:15-3:45 p.m.

A well-written cover letter immediately communicates to potential employers why your résumé deserves serious consideration. In this workshop, participants will learn current strategies for drafting concise, customized cover letters that get results.

LinkedIn: Sept. 27 from 9:15-11:45 a.m.

Designed for participants to be able to use this popular website with 500 million-plus members to establish a professional networking profile, manage your professional identity and build and engage with your professional network for potential employment opportunities.

Advanced Resume Writing: Sept. 30 from 9:15-11:45 a.m.

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

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