Hartford American Job Center Offers October Employment and Training Workshops

WETHERSFIELD, September 22, 2016 – 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 in October to assist area residents. Advanced registration is encouraged due to space limitations. Please call (860)256-3700 to register for these no-cost workshops.

Fundamentals of Résumé Writing – October 7 and 27 (9 – 11:30 a.m.): Intended for those who have never had a résumé or do not have a current one, this is a lecture and discussion on the basics of résumé creation. The value of different résumé formats will be presented, along with what should and should not be included. The workshop is designed to give participants a thorough understanding of the essential parts of a résumé and the purpose of writing one. The basics of cover letter writing are also discussed. A manual will be included for participants to take with them.

Successful Job Search Strategies – October 14 and 28 (9 – 11:30 a.m.): In order to conduct an effective job search you need to understand the process, research involved, and technologies that work. This workshop will provide skills to make your job search efficient and focused. Tips include utilizing online resources to research companies and occupations.

Interviewing Strategies and Techniques – October 21 (9 – 11:30 a.m.): Designed to provide the knowledge and skills to effectively compete with other candidates, this interactive session will target interview concerns, preparation, methods and follow-up. There will be simulated interview questions so be prepared to participate and share your interview stories! Constructive feedback is designed to help attendees grow and excel in interviewing techniques.

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