

Veterans, Active Military Reservists, National Guard:

Employment and Referral Services Available

- Personalized Employment Services
- Career Coaching
- Education and Training Opportunities
- Customized Job Development and Placement
- Résumé Preparation Assistance
- Employment Workshops
- Career Resource Centers
- Labor Market Information
- Veterans' Services Organization Referrals
- Transition Assistance Program (TAP)
- Vocational Rehabilitation Program

Visit www.ctvets.org

One click connects you to many Web sites with information, programs and services for active military, veterans, reservists, National Guard and their families.

For those without access to the Internet, or those wishing to use the *CTWorks* resources and attend free workshops, contact any regional office listed below:

Bridgeport

2 Lafayette Square
203-455-2710

Hamden

37 Marne Street
203-859-3410

Hartford

3580 Main Street
860-256-3800

New Britain

260 Lafayette Street
860-827-6280

New London

Shaw's Cove Six
860-439-7580

Waterbury

249 Thomaston Ave.
203-437-3333

Opportunity • Guidance • Support



The Connecticut Department of Labor is an equal opportunity employer with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.

Services for Veterans

We counted on you...
NOW
you can count on us
for job opportunities,
training and resources.

Connecticut Department of Labor
Office for Veterans' Workforce
Development

www.ctvets.org

Make your first stop...The One Stop!

Your local Office for Veterans' Workforce Development provides the following:

- ▶ Intensive services for Veterans with special employment and training needs, with emphasis on disabled, recently separated and campaign badge Veterans. Services include career guidance, coordination with supportive services, referrals to jobs and training, and assessments.
- ▶ Community outreach activities to locate and inform Veterans of intensive services.
- ▶ Partnership building with other agencies and community groups to market services to potential customers and develop employment and training opportunities for Veterans.

What to Bring on Your First Visit:

1. **DD 214 or discharge documents**
2. **Proof of VA disability if any**
3. **Summary of work experience (résumé if available)**
4. **Outline of your education and training**
5. **Social Security card**

Check out our no cost employment and referral services at your local CTWorks Center

Resource Centers and Services:

- Career Development Specialists.
- Professional Résumé Writers, printers and copiers to make your résumé look its best.
- Computers, Internet access and word processing software.
- Phones, fax machines and local newspapers for job searches.
- CT JobCentral/VETcentral online job bank
- Job fair information.
- Dislocated worker certification to apply for federal job training funds.

Assessment Services:

- Aptitude Tests.
- Interest Inventory.
- Myers-Briggs Personality Survey.
- CT Job & Career ConneCTion, www.ctjobandcareer.org, a Web based self-assessment tool.

Professional Development Workshops:

- ▶ Self assessment and Job search strategies.
- ▶ Telephone and interview techniques.
- ▶ Résumé assistance, including development, critique, cover letters and thank you acknowledgements.
- ▶ Networking clubs and guest speakers.

Computer Workshops:
(may not be available at all locations)

- ▶ Personal computer basics.
- ▶ Windows XP & file management.
- ▶ Intro/Advanced Microsoft (MS) Word, Excel, PowerPoint, Access
- ▶ Setting up email accounts.
- ▶ Internet job search.
- ▶ Online applications and résumés.

For additional information and a list of local workshops, contact your nearest CTWorks Center or visit our Web site at: www.ct.gov/dol

