



## MEDIA RELEASE

CT Department of Labor *Communications Office*  
Sharon M. Palmer, Commissioner

# Waterbury Job Center Offers May Employment and Training Workshops

WETHERSFIELD, April 21, 2014 – Connecticut Department of Labor employees and partner agency staff in the Waterbury Job Center will offer a variety of informational, training and employment readiness workshops to assist area residents in May. The Waterbury Job Center, a partner of the *American Job Center Network*, is located at 249 Thomaston Avenue. Advanced registration is encouraged due to space limitations. Please call (203) 437-3380 to register. The following workshops are being offered:

**Northwest Connecticut Construction Careers:** This information session is aimed at individuals seeking employment in construction-related fields. It will provide a review of pre-employment and job training requirements.

**May 1 (10:30 a.m. – 12 p.m.)**

**May 15 (10:30 a.m. – 12 p.m.)**

**Pre-Manufacturing Certification Orientation:** This information session is for anyone seeking employment in manufacturing and related trades. Session will provide a review of this pre-employment preparation - job training program.

**May 8 (10 a.m. – 12 p.m.)**

**LinkedIn:** Attendees will create a profile on a professional networking website. Learn the advantages of a digital presence in today's job market. Participants must have a valid email address.

**May 27 (1 – 3 p.m.)**

**Cover Letters:** Participants will learn how to write effective cover letters for their résumés that can often be instrumental to a successful job search.

**May 9 (9 - 12 p.m.)**

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**Simentor On-Line tutorial:** In this first come/first served workshop, participants will have the opportunity to view “self-paced” tutorials on résumé writing, interviewing skills, job retention and job seeking skills for ex-offenders. Workshops will be held on the following dates:

**May 1 (1 – 2:30 p.m.)**

**May 5 (1 – 2:30 p.m.)**

**May 8 (1 – 2:30 p.m.)**

**May 12 (1 – 2:30 p.m.)**

**May 15 (1 – 2:30 p.m.)**

**May 19 (1 – 2:30 p.m.)**

**May 22 (1 – 2:30 p.m.)**

**May 29 (1 – 2:30 p.m.)**

**Over 40 & Looking for Work:** Participants will discuss the challenges and employer expectations for older workers and develop strategies to successfully mitigate possible stereotyping that may occur during the hiring process.

**There is no May workshop. The next one is June 6 (9 a.m. – 12 p.m.)**

**Résumé Basics:** Learn about important résumé sections, including formatting and the pros and cons of different styles.

**May 2 (9 a.m. – 12 p.m.)**

**May 29 (9 a.m. – 12 p.m.)**

**Job Search Strategies:** Participants will develop a successful plan; tools and information to conduct an effective job search.

**May 8 (9 a.m. – 12 p.m.)**

**Résumé Critiques:** This first come/first served, 15 minute session will provide participants with the opportunity to have their résumé critiqued by Certified Professional Résumé Writers. Attendees are required to bring a typed working résumé.

**May 2 (9 – 10 a.m.)**

**May 9 (9 – 10 a.m.)**

**May 16 (9 – 10 a.m.)**

**May 23 (9 – 10 a.m.)**

**May 30 (9 – 10 a.m.)**

**On-Line Applications #1:** Avoid getting screened out by knowing what employers expect in an online application.

**May 13 (1 – 3 p.m.)**

**On-Line Applications #2:** Learn to convert your resume to a text document – Participants must have Microsoft word knowledge and are required to bring their résumés on a flash drive.

**May 20 (1 – 3 p.m.)**

**Advanced Résumé:** Enhance the content of your current résumé by refining your summary/profile, keywords, accomplishments and achievements.

**May 15 (9 a.m. – 12 p.m.)**

**Interviewing Techniques:** Geared toward helping participants increase their understanding of the interview process and how to best address challenging questions.

**May 30 (9 a.m. – 12 p.m.)**

**Pardon Process:** This workshop presented by Statewide Legal Services, is presented for people with criminal records who are interested in the pardon process.

**May 16 (9:30 a.m. – 12 p.m.)**

**Résumé Formatting:** Attendees will learn about the tools and strategies available to format résumés in a professional manner. Participants are required to have a “working” résumé.

**May 6 (1 – 3 p.m.)**

**Networking Group:** Learn firsthand the benefits of networking within a local group of jobseekers and beyond. The goal is to expand your job search to new levels – consistent with today’s job market.

**May 1 (1 – 4 p.m.)**

**May 15 (1 – 4 p.m.)**

**May 29 (1 – 4 p.m.)**

**Stress Management:** Participants will identify types of stress/coping strategies often related to the job search.

**May 14 (9 a.m. – 12 p.m.)**

**Health and Life Science Career Orientation:** Explore potential training opportunities in the Health and Life Sciences fields offered through the community college system.

**May 8 (1:30 – 3 p.m.)**

**May 22 (1:30 – 3 p.m.)**

**Free Basic Computer Courses** – please contact the United Labor Agency at (203) 755-8745.

**Free Financial Aid Review (CONNTAC)** – please contact Arlette Taylor at (203) 574-1140.

**Free GED classes (Northwest Regional Workforce Investment Board)** – please contact NRWIB at (203) 574-6971.

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