



## MEDIA RELEASE

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

# Hamden Job Center Offers June Employment & Training Workshops

WETHERSFIELD, May 9, 2014 – Connecticut Department of Labor employees in the agency’s Hamden Job Center, located at 37 Marne Street, will offer a variety of training and employment workshops in June to assist area residents. Advance registration is encouraged due to space limitations. Call (203) 859-3200 to register for these no-cost workshops. The Hamden Job Center is a partner of the *American Job Center Network*.

**June 3: Military to Civilian Résumé Workshop (1 – 4 p.m.):** Veterans are encouraged to participate in this workshop, which covers the basics of developing an effective résumé. Topics include translating military skills and accomplishments into civilian terminology, understanding federal résumé formatting and common résumé mistakes to avoid. Ample time will be allowed for participants to ask questions of members of the Connecticut Department of Labor’s Office for Veterans’ Workforce Development.

**June 5: How to Apply for a State Job (8:30 – 10:30 a.m., 10:30 a.m. – 12:30 p.m. and 1 – 3 p.m.)** In this hands-on workshop, participants will visit the Connecticut Department of Administrative Services website, learn how to navigate it, and discover the differences between a job and/or exam announcement.

**June 6: Successful Job Search Strategies (1 – 4 p.m.):** Participants will learn useful job search strategies and gain pointers on telephone skills, networking, the hidden job market and interviewing.

**June 10: Myers-Briggs Type Indicator, Session 1 (9 a.m. – 3 p.m.):** This two-day Myers-Briggs Indicator (MBTI) workshop is designed especially for job seekers interested in finding the career they are best suited for or those wishing to change their career. Learn how apply your specific personality styles and strengths to your career and educational options. Participants must attend Session 1 and Session 2.

**June 11: LinkedIn for Job Seekers (1 – 3 p.m.):** Participants learn the importance of utilizing LinkedIn and developing an effective profile page to aid in their job search.

**June 12: Myers-Briggs Type Indicator, Session 2 (9 a.m. – 1:30 p.m.):** This session is a continuation of MBTI for those participants who attended Session 1.

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**Media Contact:** Nancy Steffens, Communications Director  
200 Folly Brook Boulevard, Wethersfield, CT 06109-1114  
Phone: (860) 263-6535 – Fax: (860) 263-6536 – [www.ct.gov/dol](http://www.ct.gov/dol)  
An Equal Opportunity/Affirmative Action Employer



**June 13: Interviewing Techniques (9 a.m. – 12:30 p.m.):** Learn interview preparation and techniques and discover the best way to respond to questions from an interviewer, how to negotiate a “win-win” package, and learn what to say and when and how to say it.

**June 18: Résumé Basics (1 – 4 p.m.):** This workshop will provide you with valuable information you need to create a professional résumé.

**June 19: Networking Club (1 – 3 p.m.):** Members of this group will learn how to use networking as part of their job search and other important career tips to apply to their job search.

**June 20: Career Exploration (9 a.m. – 12:30 p.m.):** Discover your interests, work values and abilities, and learn how to gather information and conduct an occupational search to help you make good career decisions, set goals and take action now.

**June 24: Internet Job Search (1 – 3 p.m.):** This workshop will give participants an overview of job search strategies using the Internet, and will provide useful information on the most helpful websites to visit.

**June 25: Résumé Basics (9 a.m. – 12 p.m.):** This workshop will provide you with the valuable information you need to create a professional résumé.

**June 26: Advanced Résumé Writing: (9 a.m. – 12 p.m.):** This workshop goes beyond the **Résumé Basics** session by covering advanced formatting techniques, as well as offering pointers concerning interviewing skills, networking and the hidden job market.

**June 27: Over 40 and Looking for Work (8:30 a.m. – 12:30 p.m.):** 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.

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