



## **Bridgeport American Job Center Offers October Workshops**

WETHERSFIELD, September 24, 2015 – Connecticut Department of Labor employees in the agency's Bridgeport *American Job Center*, located at 2 Lafayette Square, will offer a variety of training and employment workshops in October to assist area residents. Advanced registration is encouraged due to space limitations. To register for any of these workshops, call (203) 455-2700 or go online to [http://www.ctdol.state.ct.us/ContactInfo/CTWorks/BPT\\_Info.htm](http://www.ctdol.state.ct.us/ContactInfo/CTWorks/BPT_Info.htm).

**Believe in Yourself and Make it Happen – October 28 (9:30 – 11:30 a.m.)** In this motivational workshop, participants will learn how to improve and maintain their self-esteem during a job search.

**LinkedIn Part 1: Get Connected – October 8 (9 a.m. – 12 p.m.) and October 15 (1 – 4 p.m.)**  
You must have a valid email address. In this hands-on class, you will learn how to set up a professional networking profile on *LinkedIn* that will enable you to build your network and connect/share information about job opportunities.

**Résumé Critique – October 2, 9, 16, 23, 30 (9 – 11 a.m. – by appointment only)**  
Schedule an appointment to meet with a Certified Professional Résumé Writer to review your *current* résumé. Please bring an updated, typed résumé for review.

**Advanced Résumé – October 7 and October 26 (9:30 – 11:30 a.m.)**  
Learn the impact of technology and social media on today's résumé. What are the new trends and how have they affected what to include or omit on a résumé? Come to this class to find the answers.

**Internet Job Search – October 2 (9 a.m. – 12 p.m.)**  
Use the Internet as an effective job search tool to find jobs and post résumés. *Prerequisites:* Valid Email Address and a résumé on a flash drive.

**Interviewing Techniques – October 16 (9:30 – 11:30 a.m.)**  
This interactive session will focus on preparation, methods and follow-up to provide jobseekers with the knowledge and skills necessary to effectively compete with other candidates. The session includes simulated interview questions and the responses of participants will be critiqued to improve performance.

**LinkedIn Part 2: Networking Strategies – October 28 (9 – 12 p.m.)**  
Highly Recommended: Completion of LinkedIn Part 1, Complete Profile, at least 20 connections – Learn how to build relationships with contacts, approach new contacts and generate job leads through proactive networking.

**Fundamentals of Résumé Writing – October 1 and October 22 (9:30 – 11:30 a.m.)**

Intended for those who do not have a résumé or a current one, this session will be a lecture and discussion on the basics of résumé creation. Two styles of résumés will be presented, along with what should and should not be included. Participants will gain a thorough understanding of the eight parts of a résumé and the purpose of writing one. A manual will be included for participants to keep.

**LinkedIn Lab – October 21 (9 a.m. – 12 p.m.)**

Hands-on computer lab to enhance your profile, learn new tips, build connections, work on endorsements/recommendations and have all your questions answered.

**Successful Job Search Strategies – October 23 (9 a.m. – 12 p.m.)**

Learn effective job search strategies for the 21<sup>st</sup> century. Assess your preparation and build your confidence as you search for your next opportunity. Learn to implement successful job search methods. Discuss the importance of incorporating social media.

**New Beginnings: Job Search Strategies for Ex-Offenders – October 30 (9 a.m.– 12p.m.)**

Learn techniques and strategies for your job search and how to present your past and focus on your strengths as you look forward to your next job.

**Online Applications/Résumé –October 29 (9 a.m. – 12 p.m.)**

Hands-on conversion of your résumé to text format for email and employers' websites. *Prerequisite:* Valid email address and a résumé in Word format on a flash drive.

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