



MEDIA RELEASE

CT Department of Labor *Communications Office*
Commissioner Scott D. Jackson

Bridgeport *American Job Center* Offers January Employment and Training Workshops

WETHERSFIELD, January 4, 2017 – The Bridgeport *American Job Center*, 2 Lafayette Square, is offering a variety of training and employment workshops in January to assist area residents. Advanced registration is encouraged due to space limitations. Please call (203) 455-2700 to register for these no- cost workshops.

Successful Job Search Strategies – January 5 (9:30 – 11:30 a.m.) Learn job search strategies that will help you successfully secure your next position. Topics include employer research, networking and using social media to establish a digital presence.

Interviewing Strategies and Techniques – January 6 (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. Includes simulated interview questions, with responses of participants critiqued to improve performance.

Résumé Critique – January 6 and 13 (9 – 11 a.m. by appointment only)

Schedule an appointment to meet with a Certified Professional Résumé Writer to review your current résumé. Participants should bring an updated, typed résumé for review.

Fundamentals of Résumé Writing – January 12 (9:30 – 11:30 a.m.)

Learn how to write a focused résumé needed to secure a job interview and employment offers. Topics include thinking like an employer, strategies for developing individual sections, relevant vs. irrelevant information, formatting and cover letters.

Linked In Part 1: Get Connected – January 18 (9 a.m. – 12 p.m.)

Participants are required to have valid email address for this hands-on class. 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.

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