



MEDIA RELEASE

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

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

WETHERSFIELD, January 30, 2017 – The Bridgeport *American Job Center*, 2 Lafayette Square, is offering a variety of training and employment workshops in February to assist area residents. Advanced registration is encouraged due to space limitations. Please call (203) 455-2700 to register for these no-cost workshops.

Résumé Critique – February 3 (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 – February 17 (9:30 – 11:30 a.m.)

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

Interviewing Strategies and Techniques – February 23 (1:30 – 3:30 p.m.) This interactive session is focused 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 participant responses critiqued to improve performance.

Successful Job Search Strategies – February 27 (9:30 – 11:30 a.m.) Learn job search strategies to help you successfully secure your next position. Topics include employer research, networking and using social media to establish a digital presence.

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