



Hamden *American Job Center* Offers October Employment and Training Workshops

WETHERSFIELD, October 23, 2017 – Connecticut Department of Labor employees in the agency’s Hamden *American Job Center*, 37 Marne Street, will offer a variety of training and employment workshops in November to assist area residents. Advance registration is encouraged due to space limitations. Please call (203) 859-3200 to register for these no-cost workshops.

Veterans’ Workshop: Covers the basics of developing an effective résumé, including translating military skills and accomplishments into civilian terminology, understanding federal résumé formatting, and common résumé mistakes to avoid. Veterans are encouraged to participate; there is ample time to ask questions of members of the Connecticut Department of Labor’s Office for Veterans’ Workforce Development.

November 1, 8, 15, 22 and 29 (1 – 3 p.m.)

Successful Job Search Strategies: Attendees will learn useful job search strategies and gain pointers on telephone skills, networking, the hidden job market and interviewing.

November 3 (9 a.m. – 12 p.m.)

Fundamentals of Résumé Writing: Provides the valuable information you need to create a professional résumé.

November 6 and 27 (9 a.m. – 12 p.m.) and November 16 (1 – 4 p.m.)

Interviewing Strategies & Techniques: 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.

November 2 (1 – 4 p.m.) and November 13 (9 – 12 p.m.)

Over 40 and 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.

November 7 (1 – 4 p.m.) and November 20 (9 a.m. – 12 p.m.)

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Commissioner Scott D. Jackson

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Résumé Critiques: Résumés are reviewed in half hour intervals, by appointment, on Mondays and Fridays. Please bring a hard copy of your résumé. Receive objective and unbiased feedback to assist you in addressing problematic issues along with identifying areas for improvement. Participation in the *Fundamentals of Résumé Writing* workshop is recommended before scheduling a critique.

Needs Assessments: Needs assessments conducted in 45-minute intervals on Fridays, by appointment. Offers one-on-one career exploration with a Career Development Specialist, reviewing individual career needs and creating an individual employment plan.

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