



## ***Southwest Connecticut American Job Centers Offer November Employment and Training Workshops***

WETHERSFIELD, October 20, 2017 – Connecticut Department of Labor employees in the agency’s Bridgeport, Derby and Stamford *American Job Centers* will offer a variety of training and employment workshops during November to assist area residents. The Bridgeport *American Job Center* is located at 2 Lafayette Square, the Derby *American Job Center* is located at 101 Elizabeth Street, and the Stamford *American Job Center* is located at 141 Franklin Street. Pre-registration is encouraged due to space limitations. Please call the Bridgeport *American Job Center* at (203) 455-2700 to register for any of these no-cost workshops.

### **Bridgeport *American Job Center* November workshops**

**Fundamentals of Résumé Writing:** 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.

**November 2 and 20 (9:30 – 11:30 a.m.)**

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

**November 3, 17 (9 – 11 a.m.) by appointment only, please**

**Linked In – Part 1:** You must have a valid email address for this hands-on class. Learn how to set up a professional networking profile on LinkedIn that enable you to build your network and connect/share information about job opportunities.

**November 16 (9 a.m. – 12 p.m.)**

**Successful Job Search Strategies:** 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.

**November 17 (9:30 – 11:30 a.m.)**

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**LinkedIn – Part 2: Networking Strategies:** It is highly recommended that participants first complete LinkedIn – Part 1, Complete Profile, and have at least 20 connections. Learn how to build relationships with contacts, approach new contacts and generate job leads through positive networking.

**November 29 (9 a.m. – 12 p.m.)**

**Interviewing Strategies and Techniques:** 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 participant responses will be critiqued to improve performance.

**November 30 (1:30 – 3:30 p.m.)**

**Derby American Job Center October workshops**

**LinkedIn – Part 1:** You must have a 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.

**November 22 (9 a.m. – 12 p.m.)**

**Fundamentals of Résumé Writing:** 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.

**November 17 (9 a.m. – 12 p.m.)**

**Stamford American Job Center October workshops**

**Fundamentals of Résumé Writing:** 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.

**November 17 (9 a.m. – 12 p.m.)**

**Successful Job Search Strategies:** 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.

**November 7 (9 a.m. – 12 p.m.)**

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**MEDIA RELEASE**

**CT Department of Labor** *Communications Office*

Commissioner Scott D. Jackson

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