



Hartford *American Job Center* Offers December Employment and Training Workshops

WETHERSFIELD, November 29, 2017 – Connecticut Department of Labor employees in the agency’s Hartford *American Job Center*, located at 3580 Main Street, will offer a variety of training and employment workshops in December to assist area residents. Advance registration is encouraged due to space limitations. Please call (860) 256-3700 to register for these no-cost workshops.

Fundamentals of Résumé Writing: Intended for those who have never had a résumé or do not have a current résumé, this lecture and discussion covers the basics of résumé creation. The value of different résumé formats will be presented, along with what should and should not be included. Designed to give participants a thorough understanding of the essential parts of a résumé and its purpose; basics of cover letter writing will also be addressed. A manual will be included for participants to take with them.

December 1 (9:15 -11:45 a.m.) and December 15 (9:15 – 11:45 a.m.)

Advanced Résumé Writing: Participants can enhance the content of their current résumé by fine-tuning the summary/profile, keywords, accomplishments and achievements. Information about cover letters will also be provided.

December 4 (9:15 – 11:45 a.m.)

Over 40 and Looking for Work: Attendees will discuss the challenges and employer expectations for workers over the age of 40. Strategies will be developed to combat the myths of the “older worker” in the hiring process.

December 4 (1:15 – 3:45 p.m.) and December 11 (9:15 – 11:45 a.m.)

Successful Job Search Strategies: Understanding the process, research involved, and technologies that work are essential in conducting an effective job search. This workshop provides the skills needed to make a job search efficient and focused, and offers tips on utilizing online resources for researching companies and occupations.

December 8 (9:15 – 11:45 a.m.)

LinkedIn: Designed to you establish a professional networking profile to help build your network and better connect and share information.

December 8 (9:30 a.m. – 12 p.m.)

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Interviewing Skills: Designed to provide the knowledge and skills needed to effectively compete with other candidates, this interactive session targets preparation, methods and follow-up and includes simulated interview questions. Attendees should be prepared to participate and share interview stories; constructive feedback is designed to help you grow and excel in your interviewing techniques.

December 11 (1:15 a.m. – 3:45 p.m.)

Mock Interviews: With the assistance of a Career Development Specialist, participants take part in videotaped “mock” interview sessions.

December 18 (9:15 – 11:45 a.m.)

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