



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

WETHERSFIELD, November 22, 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* December workshops**

**Résumé Critique:** 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.

**December 1, 8, 15 (9 – 11 a.m. by appointment only)**

**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 will enable you to build your network and connect/share information about job opportunities.

**December 6 (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.

**December 7 and 18 (9:30 – 11:30 a.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.

**December 12 (9:30 – 11:30 a.m.)**

**LinkedIn – Part 2: Networking Strategies:** It is highly recommended that participants first complete Linked In – 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.

**December 13 (9 a.m. – 12 p.m.)**

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**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 the responses of participants will be critiqued to improve performance.

**December 21 (9:30 –11:30 a.m.)**

### **Derby *American Job Center* December workshops**

**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.

**December 13 (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.

**December 22 (9 a.m. – 12 p.m.)**

### **Stamford *American Job Center* December 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.

**December 5 (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 the responses of participants will be critiqued to improve performance.

**December 8 (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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