



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

WETHERSFIELD, December 26, 2017 – Connecticut Department of Labor employees in the agency’s Hamden *American Job Center*, 37 Marne Street, are offering a variety of training and employment workshops in January 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: Veterans are encouraged to participate in this workshop that covers the basics of developing an effective résumé. Topics include translating military skills and accomplishments into civilian terminology, understanding federal résumé formatting, and common résumé mistakes to avoid. There is ample time for participants to ask questions of members of the Connecticut Department of Labor’s Office for Veterans’ Workforce Development.

January 3, 10, 17, 24, or 31 (1 – 3 p.m.)

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

January 5 (9 a.m. – 12 p.m.) or January 18 (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.

January 8 (9 a.m. – 12 p.m.) or January 22 (1 – 4 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.

January 11 (9 a.m. – 12 p.m.) or January 25 (1 – 4 p.m.)

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

January 29 (9 a.m. – 12 p.m.)

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CT Department of Labor *Communications Office*
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: Offers a needs assessment service, conducted every Friday in 45-minute intervals and by appointment. This one-to-one career exploration with a Career Development Specialist includes reviewing individual career needs and creating an individual employment plan.

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