



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

WETHERSFIELD, December 26, 2017 – Connecticut Department of Labor employees in the agency’s Hartford *American Job Center*, 3580 Main Street, will offer a variety of training and employment workshops in January to assist area residents. Advance registration is encouraged due to space limitations. Please call (860) 256-3700 to register for these no-cost workshops.

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.

January 16 (9:15 – 11:45 a.m.)

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; the basics of cover letter writing will also be addressed. A manual will be included for participants to take with them.

January 22 (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.

January 22 (1:15 – 3:45 p.m.)

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, so attendees should be prepared to participate and share interview stories. Constructive feedback is designed to help you grow and excel in your interviewing techniques.

January 26 (9:15 – 11:45 a.m.)

Successful Job Search Strategies: Understand the process, research involved, and technologies that are essential in conducting an effective job search. Learn the skills needed to make a job search efficient and focused; includes tips for utilizing online resources when researching companies and occupations.

January 29 (9:15 – 11:45 a.m.)

###

Media Contact: Nancy Steffens, Communications Director

200 Folly Brook Boulevard, Wethersfield, CT 06109-1114

Phone: (860) 263-6535 – Fax: (860) 263-6536 – www.ct.gov/dol

An Equal Opportunity/Affirmative Action Employer



MEDIA RELEASE

CT Department of Labor *Communications Office*
Commissioner Scott D. Jackson