



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

WETHERSFIELD, December 28, 2017 – Connecticut Department of Labor employees in the agency’s Bridgeport and Derby *American Job Centers* are offering a variety of training and employment workshops to assist area residents during January. The Bridgeport *American Job Center* is located at 2 Lafayette Square and the Derby *American Job Center* is located at 101 Elizabeth 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* January workshops**

**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.

**January 12, January 19 and January 26 (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 enable you to build your network and connect/share information about job opportunities.

**January 19 (9 a.m. – noon)**

**Interviewing Strategies and Techniques:** This interactive session is focused on preparation, methods and follow-up to provide jobseekers with the knowledge and skills necessary to effectively compete with other candidates. Includes simulated interview questions and responses of participants will be critiqued to improve performance.

**January 25 (1:30 – 3:30 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.

**January 26 (9:30 – 11:30 a.m.)**

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**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.

**January 30 (9 a.m. – 12 p.m.)**

**Successful Job Search Strategies:** Learn strategies to help successfully secure your next position. Topics include employer research, networking and using social media to establish a digital presence.

**January 31 (1:30 – 3:30 p.m.)**

### **Derby American Job Center January workshops**

**Successful Job Search Strategies:** Learn strategies to help successfully secure your next position. Topics include employer research, networking and using social media to establish a digital presence.

**January 5 (9 a.m. – noon)**

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

**January 12 (9 a.m. – noon)**

**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.

**January 26 (9 a.m. – 12 p.m.)**

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