



Bridgeport *American Job Center* Offers March Employment and Training Workshops

WETHERSFIELD, February 28, 2017 – The Bridgeport *American Job Center*, located at 2 Lafayette Square, is offering a variety of training and employment workshops in March to assist area residents. Advanced registration is encouraged due to space limitations. Please call (203) 455-2700 to register for these no-cost 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.

March 2 (1:30 – 3:30 p.m.) and March 17 (9:30 – 11:30 a.m.)

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.

March 3, 10 or 31 (9 – 11 a.m. by appointment only)

Linked In, Part 1: Participants are required to 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.

March 15 (9 a.m. – noon)

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. Includes simulated interview questions, and responses of participants will be critiqued to help improve skills.

March 22 (1:30 – 3:30 p.m.)

New Beginning Workshop: Learn techniques and strategies for your job search and how to present your past and focus on your strengths as you look forward to your next job.

March 23 (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.

March 27 (9:30 – 11:30 a.m.)

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