



## **Hamden *American Job Center* Offers March Employment and Training Workshops**

WETHERSFIELD, February 28, 2017 – Connecticut Department of Labor employees in the agency’s Hamden *American Job Center*, 37 Marne Street, will offer a variety of training and employment workshops in March 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.

**March 1, 8, 15 and 22 or 29 (1 – 3 p.m.)**

**Fundamentals of Résumé Writing:** Provides the valuable information you need to create a professional résumé.

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

**March 6 (1 – 3:30 p.m.) and March 24 (9 – 11:30 a.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.

**March 10 (9 a.m. – 12 p.m.)**

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

**March 13 (1 – 3:30 p.m.)**

**LinkedIn:** This workshop uses a lecture/PowerPoint-based format to help participants learn the importance of utilizing *LinkedIn* networking tools and developing an effective profile page to aid in their job search.

**March 27 (9 a.m. – 12 p.m.)**

**MEDIA RELEASE**

**CT Department of Labor** *Communications Office*

Commissioner Scott D. Jackson

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