



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

WETHERSFIELD, March 29, 2017 – The Bridgeport *American Job Center*, located at 2 Lafayette Square, is offering a variety of training and employment workshops in April to assist area residents. Advance registration is encouraged due to space limitations. To register for these no- cost workshops, please call (203) 455-2700.

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.

April 3 (9 a.m. – 3 p.m.)

Fundamentals of Résumé Writing – Learn how to write a focused résumé to help 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.

April 7 (9:30 – 11:30 a.m.) and April 20 (1:30 – 3:30 a.m.)

Apprenticeship Overview – Learn invaluable information answering these questions: What is an Apprentice and how does someone become an Apprentice?

April 17 (10 – 11 a.m.)

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. Session includes simulated interview questions and responses of participants will be critiques to improve performance.

April 21 (9:30 – 11:30 a.m.)

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

April 26 (1:30 – 3:30 p.m.)

New Beginnings: Job Search Strategies for Ex-Offenders – 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.

April 28 (9 a.m. – 12 p.m.)

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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

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