



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

WETHERSFIELD, March 24, 2017 – Connecticut Department of Labor employees in the agency’s Hartford *American Job Center*, located at 3580 Main Street, will offer a variety of training and employment workshops in April to assist area residents. Advanced registration is encouraged due to space limitations. Please call (860) 256-3700 to register for these no-cost workshops.

Interviewing Techniques: 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 participants grow and excel in interviewing techniques.
April 3 (1 – 3:30 p.m.) and April 26 (1:30 – 4 p.m.)

Successful Job Search Strategies: Understanding the process, research involved, and technologies that work are essential in conducting an effective job search. This workshop provides the skills needed to make a job search efficient and focused, and offers tips on utilizing online resources for researching companies and occupations.
April 3, 17 and 28 (9 – 11:30 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.
April 5 (1:15 – 3:45 p.m.) and April 19 (1:15 – 3:15 p.m.)

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.
April 7 (8:45 – 11:45 a.m.) and April 21 (9 – 11:30 a.m.)

Linked In: Helps participants establish a professional networking profile, enabling them to build a network and effectively connect and share information.
April 10 and April 24 (9:30 – 11:30 a.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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Fundamentals of Résumé Writing: Intended for those who have never had a résumé or do not have a current one, 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.

April 10 and 24 (1:30 – 4 p.m.)

Mock Interviews: With the assistance of a Career Development Specialist, participants take part in videotaped mock interview sessions.

April 17 (8:45 – 11:45 a.m.)

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