



## **Bridgeport *American Job Center* Offers May Employment and Training Workshops**

WETHERSFIELD, April 26, 2017 – The Bridgeport *American Job Center*, located at 2 Lafayette Square, is offering a variety of training and employment workshops in May 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 – May 4 (1:30– 3:30 p.m.) and May 19 (9:30 – 11:30 a.m.)**

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.

### **Résumé Critique – May 12 and May 19 (9 – 11 a.m. by appointment only)**

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.

### **Interviewing Strategies and Techniques – May 18 (1:30 – 3:30 p.m.)**

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. Session includes simulated interview questions, with responses of participants used as positive critiques to improve performance.

### **Successful Job Search Strategies – May 25 (1:30 – 3:30 p.m.)**

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.

### **10 Things Every Jobseeker Should Know in 2017 – May 31 (1:30 – 3:30 p.m.)**

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.

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Commissioner Scott D. Jackson

-2-