



New London *American Job Center* Offers May Employment and Training Workshops

WETHERSFIELD, April 25, 2017 – The New London *American Job Center*, located at Shaw’s Cove Six, is offering a variety of employment and training workshops to area residents in May. Advanced registration is encouraged due to space limitations. Please visit *CTHires.com* or call (860) 439-7670 (Select Option #6) to register.

Confidence Makeover: Rebound & Recover – Provides an outline of how to work toward a concrete confidence makeover. Suggests a variety of specific techniques and gives practical confidence-building tips that can make a significant difference in being the right candidate.

May 1 (9 a.m. – 2 p.m.)

Résumé Critique – Have your résumé reviewed by a Certified Professional Résumé Writer trained in developing documents that generate job interviews. Receive objective and unbiased feedback to assist in addressing problematic issues or areas needing improvement.

May 1, 8, 15, or 22 (9 – 10:15 a.m.)

Basic Computer and Email Skills for Jobseekers – In this hands-on, two-day workshop, learn the basics of desktop navigation with Windows 7, keyboarding, and using email. If you are new to computers, or need a refresher, this is the workshop for you.

May 4 and May 5 (9 a.m. – 12 p.m.)

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 essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting, and cover letters.

May 5 (9 a.m. – 12 p.m.)

Health Careers Orientation – An overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Also receive information about financial assistance.

April 6 (10 – 11:30 a.m.)

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Get Back to Work – You can overcome job search stress: stay connected, get involved, and know your next steps. Our staff is here to offer guidance, direction and opportunity.

May 9 or May 24 (1 – 3 p.m.)

Applying Online: The Basics – Learn the basics of applying online, including the use of job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

May 9 (1 – 4 p.m.)

In-Demand Jobs in Eastern CT – Our On-the-Job Training (OJT) programs may help give you the competitive edge to get hired. Explore in-demand jobs in advanced manufacturing, technology or engineering, and the skills employers want. On-site screening will pre-qualify you for one or more OJT program.

May 11 (10 – 11:30 a.m.)

Interviewing Strategies and Techniques – Learn how to strategically prepare for critical job interview questions. Topics include company research, developing a candidate message, questions to ask the employer, closing the interview, and following up.

May 12 (9 a.m. – 12 p.m.)

Ticket to Work Orientation – Designed for Social Security beneficiaries wishing to return to work and become financially independent, while keeping their Medicare or Medicaid benefits.

May 12 (1 – 2 p.m.)

Introduction to Microsoft Word – In this two-day workshop, learn how to create a document, save it to a disk, open and close it, make changes, and print it. **PREREQUISITE:** Must possess basic knowledge of computers or have attended the Computer Basics Workshop.

May 16 and May 17 (1 – 4 p.m.)

Successful Job Search Strategies – Discover how to find and apply for jobs not listed in the classified section. Learn to use traditional job search techniques more effectively and how to research companies. Use the Internet as a job search tool, use search agents and learn to post your résumé on the *CTHires* online employment system. Explore *CTHires* and other sites for private, state and federal employment opportunities, as well as labor market information.

May 19 (1 – 3 p.m.)

CTHires: Résumé Builder – This workshop focuses on building and completing a résumé in the *CTHires* online employment system. There will be opportunities to review and update your *CTHires* profile, including job skills, and to develop a comprehensive résumé build in *CTHires* with the assistance of the

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instructor. Also learn how to download, print, and email your résumé from *CTHires*.

May 25 (9:30 a.m. – 12:30 p.m.)

Introduction to Apprenticeship – Apprenticeship is a paid training program of earning while learning. This on-the-job training, combined with classroom instruction, ensures a well-qualified, job-ready employee. Apprenticeships generally range from 1-4 years and at completion, the Connecticut Department of Labor’s Office of Apprenticeship Training provides a portable training credential. For more information, attend the *Introduction to Apprenticeship* Workshop.

May 25 (1 – 2:30 p.m.)

Career Development and Exploration – Discover your career values, interests and personal work styles to assist in developing a career goal and plan. Identify occupations that may be suitable using the Keirsey Temperament Sorter and other assessment tools.

May 26 (9 a.m. – 2 p.m.)

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