



Willimantic *American Job Center* Offers May Employment and Training Workshops

WETHERSFIELD, April 25, 2017 – The Willimantic *American Job Center* will offer a variety of training and employment workshops in May to assist area residents. Advanced registration is encouraged due to space limitations. The Willimantic *AJC* is located at 1320 Main Street, Tyler Square, and individuals can visit CTHires.com or call (860) 450-7603 to register.

Basic Computer & Email Skills for Jobseekers – In this two-day, six-hour ‘hands on’ 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 3 and May 4 (1 – 4 p.m.)

Fundamentals of Résumé Writing – Learn how to write a focused résumé needed to secure job interviews and employment offers. Topics include thinking like an employer, strategies for developing essential parts of a résumé, keywords, relevant vs. irrelevant information, formatting, and cover letters.

May 5 (9 a.m. – 12 p.m.)

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 (1 – 3 p.m.) and May 24 (3 – 5 p.m.)

Metrix Learning – A two-hour orientation to online training through the Metrix Learning System. E-Training licenses allow 90 days of 24/7 unlimited access to over 5,000 courses (IT, desktop computer skills or healthcare education). Upgrade or learn new skills to enhance your career or help find the job you want.

May 9 (1 – 3 p.m.)

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

May 11 (4 – 7 p.m.)

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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.

May 18 (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 19 (9 a.m. – 12 p.m.)

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

May 22 (9 a.m. – 2 p.m.)

CTHires: Résumé Builder – Focused on building and completing a résumé in the online *CTHires* employment system. Attendees will review and update their *CTHires* profile including job skills, and develop a comprehensive résumé build in *CTHires* with the assistance of the instructor. Also learn to download, print, and email your résumé from *CTHires*.

May 23 (9:30 a.m. – 12:30 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 Computer Basics Workshop.

May 23 and May 24 (1 – 4 p.m.)

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

May 25 (10 – 11 a.m.)

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