



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

WETHERSFIELD, May 26, 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 June. Advance 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. The workshop suggests a variety of specific techniques and practical confidence-building tips that can make a significant difference in being the right candidate.

June 1 (9 a.m. – 2 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.

June 2 or June 16 (9 a.m. – 12 p.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.

June 2 (1 – 4 p.m.) or June 9 (9 a.m. – 12 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.

June 5, 12, 19, or 26 (9 – 10:15 a.m.)

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

June 6 and 7 (1 – 4 p.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.

June 7 (3 – 5 p.m.) or June 20 (1 – 3 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.

June 8 (10 – 11:30 a.m.)

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

June 9 (10 – 11 a.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.

June 13 and 14 (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.

June 16 (9 a.m. – 12 p.m.)

Metrix Learning – 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). Learn new skills or upgrade existing skills to help find the job you want or enhance your career.

June 19 (9:30 – 11:30 a.m.)

CTHires – Résumé Builder – Focuses on building and completing a résumé in the online *CTHires* employment system. Opportunities to review and update your *CTHires* profile including job skills, and do a comprehensive résumé build in *CTHires* with the assistance of the workshop instructor. Also learn how to download, print, and email your résumé using *CTHires*.

June 22 (9:30 a.m. – 12:30 p.m.)

Do What You Are – Meyers Briggs – This workshop helps you take charge of your career with the help of the Myers Briggs Type Indicator Assessment. Explore suitable careers, identify personal strengths and weaknesses and learn effective job search techniques.

June 23 (9 a.m. – 2 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.

June 23 (9:30 a.m. – 12:30 p.m.)

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