



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

WETHERSFIELD, May 26, 2017 – The Willimantic *American Job Center* will offer a variety of employment and training workshops in June to assist area residents. Advance 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.

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

June 2 or June 30 (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.

June 6 (10 a.m. – 12 p.m.) or June 22 (1 – 3 p.m.)

Successful Job Search Strategies – Learn job search strategies to help you successfully secure your next position. Topics include employer research, importance of preparation and organization in the job search, networking, and using social media to establish a digital presence.

June 9 (9 a.m. – 12 p.m.)

In-Demand Jobs in Eastern CT – Our on-the-job (OJT) training 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 programs.

June 12 (1 – 2:30 p.m.)

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

June 13 (9:30 – 11:30 a.m.)

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

June 13 and 14 (1 – 4 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 20 (10 – 11:30 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 20 and 21 (1 – 4 p.m.)

Applying Online: The Basics – In this three-hour workshop, you will learn the basics of applying online, such as: using job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

June 22 (9:30 a.m. – 12:30 p.m.)

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

June 22 (10 – 11 a.m.)

CTHires Résumé Builder – Focuses on building and completing a résumé in the online *CTHires* employment system. Provides opportunity 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 (1:30 – 4:30 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 23 (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 practical confidence-building tips that can make a significant difference in being the right candidate.

June 23 (9 a.m. – 2 p.m.)