



Bridgeport *American Job Center* Offers July Employment and Training Workshops

WETHERSFIELD, June 21, 2017 – The Bridgeport American Job Center, 2 Lafayette Square, is offering a variety of training and employment workshops in July to assist area residents. Advance registration is encouraged due to space limitations. Please call (203) 455-2700 to register for these no-cost workshops.

Fundamentals of Résumé Writing – July 6 and 28 (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 – July 7, 14, 21 and 28 (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.

Linked In Part 1: Get Connected – July 13 (9 a.m. – 12 p.m.)

Attendees are required to have a valid email address for this hands-on workshop. Learn how to set up a professional networking profile on Linked In to build your network and connect/share information about job opportunities.

Successful Job Search Strategies – July 20 (1:30 – 3:30 p.m.)

Learn job search strategies that will help to successfully secure your next position. Topics include employer research, networking, and using social media to establish a digital presence.

Interviewing Strategies and Techniques – July 27 (1:30 – 3:30 p.m.)

This interactive session is focused on preparation, methods and follow-up to provide jobseekers with the knowledge and skills necessary to effectively compete with other candidates. The session includes simulated interview questions and the responses of participants will be critiqued to improve interview performance.

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