



## **Danielson *American Job Center* Offers July Employment and Training Workshops**

WETHERSFIELD, June 28, 2017 – The Danielson *American Job Center* located at 95 Westcott Road, is offering a variety of employment and training workshops to area residents in July. Advance registration is encouraged due to space limitations. Please go to *CTHires.com* or call (860) 439-7030 to register.

**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 you in addressing problematic issues along with identifying areas for improvement.

**July 10, July 17, July 24 or July 31 (9 – 10 a.m. or 10:30 – 11:30 a.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.

**July 11 and July 26 (1 – 3 p.m.)**

**Computer Basics for the Job Seeker** – This is a six-hour workshop conducted over two days. Learn the basic aspects of how computers work, basic computer operations and terminology for Windows 7. Topics include basic file management, using help and support features and how to identify secure sites. This workshop is for individuals who have never used a computer or who need a refresher on basic computer use.

**July 12 and 13 (1 – 4 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.

**July 12 (1 – 2 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 the résumé, keywords, relevant vs. irrelevant information, formatting, cover letters.

**July 13 or July 27 (9 a.m. – 12 p.m.)**

**CTHires – Résumé Builder** – This three-hour workshop focuses on building and completing a résumé in *CTHires*. You will have the opportunity to review and update your *CTHires* profile including job skills, and

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**Media Contact:** Nancy Steffens, Communications Director

200 Folly Brook Boulevard, Wethersfield, CT 06109-1114

Phone: (860) 263-6535 – Fax: (860) 263-6536 – [www.ct.gov/dol](http://www.ct.gov/dol)

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do a 'comprehensive' résumé build in *CTHires* with the assistance of the workshop instructor. You will also learn how to download, print, and email your résumé from *CTHires*.

**July 14 (1 – 4 p.m.)**

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

**July 19 (1 – 4 p.m.)**

**In-Demand Jobs in Eastern CT** – Our On-the-Job 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.

**July 19 (1 – 2:30 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:** You must possess basic knowledge of computers or have attended the Computer Basics workshop.

**July 20 and 21 (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.

**July 20 (9 a.m. – 12 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.

**July 20 (1– 3 p.m.)**

**Email Skills for Job Seekers** – This is a six-hour workshop conducted over two days. Learn how to compose and reply to emails, and attach resumes to emails. Practice responding to a job posting via email while using a practice cover letter and resume. The instructor will help jobseekers obtain an email address if needed. This workshop is for all jobseekers that will be emailing resumes to employers.

**July 26 and 27 (1– 4 p.m.)**

**Confidence Makeover: Rebound & Recover** – This workshop presents an outline of how to work towards 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.

**July 28 (9 a.m. – 2 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.

**July 31 (10 – 11:30 a.m.)**

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