



## **Hartford *American Job Center* Offers June Employment and Training Workshops**

WETHERSFIELD, June 5, 2017 – Connecticut Department of Labor employees in the agency’s Hartford *American Job Center*, located at 3580 Main Street, will offer a variety of training and employment workshops in June to assist area residents. Advanced registration is encouraged due to space limitations. Please call (860) 256-3700 to register for these no-cost workshops.

**Advanced Résumé Writing:** Participants can enhance the content of their current résumé by fine-tuning the summary/profile, keywords, accomplishments and achievements. Information about cover letters will also be provided.

**June 7 (1:15 – 4 p.m.) and June 30 (9:15 a.m. – 12 p.m.)**

**Successful Job Search Strategies:** Understanding the process, research and technologies that work are essential in conducting an effective job search. This workshop provides the skills needed to make a job search efficient and focused, and offers tips on utilizing online resources for researching companies and occupations.

**June 8 (1:15 – 3:30 p.m.) and June 23 (9:15 a.m. – 12 p.m.)**

**Interviewing Skills:** Designed to provide the knowledge and skills needed to effectively compete with other candidates, this interactive session targets preparation, methods and follow-up. Includes simulated interview questions, so attendees are asked to be prepared to participate and share interview stories. Constructive feedback is designed to help attendees grow and excel in their interviewing techniques.

**June 12 (9:15 a.m. – 12 p.m.) and June 26 (1:15 – 4 p.m.)**

**Fundamentals of Résumé Writing:** Intended for those who have never had a résumé or do not have one, this lecture and discussion covers the basics of résumé creation. The value of different résumé formats will be presented, along with what should and should not be included. Designed to give participants a thorough understanding of the essential parts of a résumé and its purpose; the basics of cover letter writing will also be addressed. A manual will be included for participants to take with them.

**June 12 (1:15 – 4 p.m.) and June 26 (9:15 a.m. – 12 p.m.)**

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## **MEDIA RELEASE**

**CT Department of Labor** *Communications Office*  
Commissioner Scott D. Jackson

-2-

**Over 40 and Looking for Work:** Attendees will discuss the challenges and employer expectations for workers over the age of 40. Strategies will be developed to combat the myths of the “older worker” in the hiring process.

**June 13 (1:15 – 4 p.m.) and June 23 (9:15 a.m. – 12 p.m.)**

**Linked In:** This workshop will help attendees establish a professional networking profile to help build their network, better connect, and share information.

**June 14 (1:15 – 4 p.m.)**

**Mock Interviews:** With the assistance of a Career Development Specialist, participants take part in videotaped “mock” interview sessions to assist with a successful job search process.

**June 21 (8:45 – 11:30 a.m.)**

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