



MEDIA RELEASE

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

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

WETHERSFIELD, June 28, 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 July. Advance registration is encouraged due to space limitations. Please go to *CTHires.com* or call (860) 439-7670 (Select Option #6) 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 in addressing problematic issues or areas needing improvement.

July 3, 10, 17, 24 or 31 (9 a.m. – 10:15 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 3 and 19 (1 – 3 p.m.)

Confidence Makeover: Rebound & Recover – This workshop provides an outline of how to work toward a concrete confidence makeover. It suggests a variety of specific techniques and gives practical confidence-building tips that can make a significant difference in being the right candidate.

July 6 (9 a.m. – 2 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 7 and July 17 (1:30 – 3:30 p.m.)

Fundamentals of Résumé Writing – Learn how to write a focused résumé needed to secure 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.

July 7 (9 a.m. – 12 p.m.) or July 21 (1-4 p.m.)

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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 11 and 12 (1 – 4 p.m.)

In-Demand Jobs in Eastern CT – Our On-the-Job Training (OJT) 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 program.

July 13 (10 – 11:30 a.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 13 (1-4 p.m.) or July 21 (9 a.m.-12 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 14 (10 – 11:30 a.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.

July 14 (9 a.m.-12 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.

July 18 (1 - 4 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:** Must possess basic knowledge of

computers or have attended Computer Basics Workshop.

July 20 and 21 (9:30 a.m.- 12:30 p.m.– 4 p.m.)

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

July 21 (10 – 11 a.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 résumé 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 27 and 28 (9:30 a.m. – 12:30 p.m.)

Career Development and Exploration – Discover your career values, interests and personal work styles to assist in developing a career goal and plan. Identify occupations that may be suitable using the Keirsey Temperament Sorter and other assessment tools.

July 28 (9 a.m. – 2 p.m.)

CTHires – Résumé Builder – This workshop focuses on building and completing a résumé in the *CTHires* online employment system. There are opportunities to review and update your *CTHires* profile -- including job skills – and also to do a comprehensive résumé build in *CTHires* with the assistance of the workshop instructor. Also learn how to download, print, and email your résumé from *CTHires*.

July 31 (9:30 am – 12:30 p.m.)

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