



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

WETHERSFIELD, August 22, 2017 – The Bridgeport *American Job Center*, located at 2 Lafayette Square, is offering a variety of training and employment workshops in September to assist area residents. Pre-registration is encouraged due to space limitations. Please call (203) 455-2700 to register for these no-cost workshops.

Résumé Critique – By appointment only on these dates: Sept. 1, 15, 22 and 29 (9 – 11 a.m.)
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.

Fundamentals of Résumé Writing – Sept. 8 (9:30 – 11:30 a.m.) and Sept. 21 (1:30 – 3:30 pm)
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.

LinkedIn Part 1: Get Connected – September 14 (9 a.m. – 12 p.m.)
Learn how to set up a professional networking profile on LinkedIn that will enable you to build your network and connect/share information about job opportunities. A valid email address is required for this hands-on class.

Interviewing Strategies and Techniques – September 22 (9:30 – 11:30 a.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 performance.

Successful Job Search Strategies – September 29 (9:30 – 11:30 a.m.)
Learn job search strategies that will help you successfully secure your next position. Topics include employer research, networking and using social media to establish a digital presence.

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