



## ***American Job Centers in Southwest Connecticut Offer October Employment and Training Workshops***

WETHERSFIELD, September 26, 2017 – Connecticut Department of Labor employees in the agency's Bridgeport, Derby and Stamford *American Job Centers* will offer a variety of training and employment workshops in October to assist area residents. The Bridgeport *American Job Center* is located at 2 Lafayette Square; the Derby *American Job Center* is at 101 Elizabeth Street; and the Stamford *American Job Center* is at 141 Franklin Street. Pre-registration is encouraged due to space limitations. Please call the Bridgeport *American Job Center* at (203) 455-2700 to register for any of these no-cost workshops.

### **Bridgeport *American Job Center* workshops**

**Fundamentals of Résumé Writing:** 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.

**October 2 or October 20 (9:30 – 11:30 a.m.)**

**Résumé Critique:** 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.

**October 4, 12 or 19 (9 – 11 a.m. by appointment only)**

**Linked In – Part 1:** You must have a valid email address for this hands-on class. 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.

**October 4 or October 25 (9 a.m. – noon)**

**Successful Job Search Strategies:** 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.

**October 13 (9:30 – 11:30 a.m.)**

**LinkedIn – Part 2: Networking Strategies:** For this workshop, it is highly recommended that participants first complete Linked In – Part 1, complete profile, and have at least 20 connections. Learn how to build relationships with contacts, approach new contacts and generate job leads through positive networking.

**October 18 (9 a.m. – 12 p.m.)**

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**Interviewing Strategies and Techniques:** This interactive session will focus on preparation, methods and follow-up to provide jobseekers with the knowledge and skills necessary to effectively compete with other candidates. Session includes simulated interview questions and responses of participants will be critiqued to help improve performance.

**October 26 (1:30 – 3:30 p.m.)**

**Over 40 and Looking for Work:** Offers 21<sup>st</sup> century strategies for jobseekers over the age of 40. Includes a discussion of current trends and generational differences in the workplace.

**October 30 (9 a.m. – 12 p.m.)**

### ***Derby American Job Center workshops***

**Linked In – Part 1:** You must have a valid email address for this hands-on class. 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.

**October 13 (9 a.m. – noon)**

**Fundamentals of Résumé Writing:** 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.

**October 27 (9 a.m. – 12 p.m.)**

### ***Stamford American Job Center workshops***

**Fundamentals of Résumé Writing:** 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.

**October 3 (9 a.m. – 12 a.m.)**

**Interviewing Strategies and Techniques:** This interactive session will focus on preparation, methods and follow-up to provide jobseekers with the knowledge and skills necessary to effectively compete with other candidates. Session includes simulated interview questions and responses of participants will be critiqued to help improve performance.

**October 20 (9 a.m. – 12 p.m.)**

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**MEDIA RELEASE**

**CT Department of Labor** *Communications Office*

Commissioner Scott D. Jackson

-3-