



## **Hamden *American Job Center* Offers October Employment and Training Workshops**

WETHERSFIELD, September 25, 2017 – Connecticut Department of Labor employees in the agency’s Hamden *American Job Center*, 37 Marne Street, will offer a variety of training and employment workshops in October to assist area residents. Advance registration is encouraged due to space limitations. Please call (203) 859-3200 to register for these no-cost workshops.

**Veterans’ Workshop:** Veterans’ are encouraged to participate in this workshop that covers the basics of developing an effective résumé. Topics include translating military skills and accomplishments into civilian terminology, understanding federal résumé formatting, and common résumé mistakes to avoid. There is ample time for participants to ask questions of members of the Connecticut Department of Labor’s Office for Veterans’ Workforce Development.

**October 4, 11, 18, or 25 (1 – 3 p.m.)**

**Over 40 and Looking for Work:** Participants will discuss the challenges and employer expectations for older workers and develop strategies to successfully mitigate possible stereotyping that may occur during the hiring process.

**October 6 (9 a.m. – 12 p.m.) or October 23 (1 – 4 p.m.)**

**Fundamentals of Résumé Writing:** Provides the valuable information you need to create a professional résumé.

**October 13 or October 30 (9 a.m. – 12 p.m.) or October 19 (1 – 4 p.m.)**

**Interviewing Strategies & Techniques:** Learn interview preparation and techniques and discover the best way to respond to questions from an interviewer, how to negotiate a “win-win” package, and learn what to say and when and how to say it.

**October 16 (9 a.m. – 12 p.m.) or October 12 (1 – 4 p.m.)**

**Successful Job Search Strategies:** Attendees will learn useful job search strategies and gain pointers on telephone skills, networking, the hidden job market, and interviewing.

**October 26 (9 a.m. – 12 p.m.)**

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## MEDIA RELEASE

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

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**Résumé Critiques:** Résumés reviews are offered in half hour intervals on Mondays and Fridays by appointment. Please bring a hard copy of your résumé to receive objective and unbiased feedback to assist in addressing problematic issues, along with identifying areas for improvement. Participation in the *Fundamentals of Résumé Writing* workshop is recommended before scheduling a critique.

**Needs Assessments:** Needs assessments workshops are conducted in 45-minute intervals, by appointment, every Friday. This one-to-one career exploration service involves meeting with a Career Development Specialist to review individual career needs and create an individual employment plan.

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