



MEDIA RELEASE

CT Department of Labor *Communications Office*
Commissioner Kurt Westby

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

WETHERSFIELD, August 20, 2018 – 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 May to assist area residents. Advance registration is encouraged due to space limitations. Please call (203) 859-3200 to register for these no-cost workshops.

Fundamentals of Résumé Writing: This workshop provides the valuable information you need to create a professional résumé.

September 10 (9 a.m. – 12 p.m.) or September 20 (1 – 4 p.m.)

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.

September 12 or 26 (1 – 3 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.

September 13 (1 – 4 p.m.) or September 17 (9 a.m. – 12 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.

September 27 (9 a.m. – 12 p.m.)

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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.

September 11 (1 – 4 p.m.) or September 24 (9 a.m. – 12 p.m.)

Résumé Critiques: Résumés are reviewed in half hour intervals, by appointment, on Mondays and Fridays. Please bring a hard copy of your résumé. Receive objective and unbiased feedback to assist you 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 are conducted, by appointment, in 45-minute intervals every Friday. This workshop is a one-on-one career exploration with a Career Development Specialist reviewing individual career needs and creating an individual employment plan.

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