



MEDIA RELEASE
CT Department of Labor Communications Office
Commissioner Kurt Westby

AMERICAN JOB CENTERS IN BRIDGEPORT, DERBY AND STAMFORD OFFER EMPLOYMENT AND TRAINING WORKSHOPS IN OCTOBER

October 2, 2019

BRIDGEPORT – The Connecticut Department of Labor will offer a variety of training and employment workshops during October to assist residents in the Bridgeport, Derby and Stamford areas.

The no-cost workshops will be held at the Bridgeport *American Job Center*, 2 Lafayette Square; the Derby *American Job Center*, 101 Elizabeth Street, and the Stamford *American Job Center*, 141 Franklin Street.

Advance registration is encouraged due to space limitations. To register for these no-cost workshops, please go to CTHires.com or call 203-455-2700.

Bridgeport American Job Center October Workshops

Résumé Critiques: Oct. 4, 18, 25

Résumés are reviewed, by appointment. 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.

Linked In – Part 1: Oct 9 from 9 a.m. – 12 p.m.

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.

Fundamentals of Résumé Writing: Oct. 4 from 9:30 – 11:30 a.m. and Oct. 25 from 9:30 – 11:30 a.m.

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.

Interviewing Strategies & Techniques: Oct. 18 from 9:30 – 11:30 a.m.

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. The session includes simulated interview questions and the responses of participants will be critiqued to improve performance.

LinkedIn – Part 2: Networking Strategies: Oct. 23 from 9 a.m. – 12 p.m.

It is highly recommended that participants first complete *LinkedIn – 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.

Veterans' Orientation: Oct. 24 from 1 – 3 p.m.

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 *Bridgeport American Job Center* employees who themselves served in the military.

Successful Job Search Strategies: Oct. 29 from 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.

**Derby American Job Center
October workshops**

LinkedIn – Part 1: Oct. 4 from 9 a.m. – 12 p.m.

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.

Fundamentals of Résumé Writing: Oct. 11 from 9 a.m. – 12 p.m.

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 2: Networking Strategies: Oct. 18 from 9 a.m. – 12 p.m.

It is highly recommended that participants first complete *LinkedIn – 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.

Interviewing Strategies and Techniques: Oct. 25 from 9 a.m. – 12 p.m.

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. The session includes simulated interview questions and the responses of participants will be critiqued to improve

**Stamford American Job Center
October workshops**

Interviewing Strategies and Techniques: Oct. 8 from 9 a.m. – 12 p.m.

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. The session includes simulated interview questions and the responses of participants will be critiqued to improve performance.

Linked In – Part 1: Oct. 18 from 9 a.m. – 12 p.m.

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.

Fundamentals of Résumé Writing: Oct. 22 from 9 a.m. – 12 p.m.

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.

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