



HARTFORD AMERICAN JOB CENTER OFFERS EMPLOYMENT AND TRAINING WORKSHOPS IN DECEMBER

November 20, 2019

HARTFORD - A variety of training and employment workshops to assist Hartford-area residents this month are being offered by the Connecticut Department of Labor in the agency's *Hartford American Job Center* at 3580 Main Street.

Advance registration is encouraged due to space limitations. To register for these no-cost workshops, please go to CTHires.com or call (860) 256-3700.

Successful Job Search Strategies: December 2 from 9:15 – 11:45 a.m.

Understanding the process, research involved, and technologies that work are essential in conducting an effective job search. This workshop provides the skills needed to make a job search efficient and focused, and offers tips on utilizing online resources for researching companies and occupations.

Fundamentals of Résumé Writing: December 2 from 1:15 –3:45 p.m.

Intended for those who have never had a résumé or do not have a current résumé, this lecture and discussion will cover the basics of résumé creation. The value of different résumé formats will be presented, along with what should and should not be included. The workshop is designed to give participants a thorough understanding of the essential parts of a résumé and its purpose; the basics of cover letter writing will also be addressed. A manual will be included for participants to take with them.

Interviewing Strategies: December 6 from 9:15 –11:45 a.m.

Designed to provide the knowledge and skills needed to effectively compete with other candidates, this interactive session targets preparation, methods and follow-up and includes simulated interview questions. Attendees should be prepared to participate and share interview stories. Constructive feedback is designed to help you grow and excel in your interviewing techniques.

Over 40 and Looking for Work: December 13 from 9:15 – 11:45 a.m.

Attendees will discuss the challenges and employer expectations for workers over the age of 40.

(more)

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Strategies will be developed to combat the myths of the “older worker” in the hiring process.

LinkedIn: December 18 from 1:15 – 3:45 p.m.

Designed so that you can establish a professional networking profile to help build your network and better connect and share information.

Veterans Workshop: December 18 from 2 – 3:45 p.m.

Learn about veterans services at the Connecticut Department of Labor and acquire skills to help get you employed. Weekly topics include résumé writing, career fair success and interviewing techniques

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