



SOUTHWEST CONNECTICUT AMERICAN JOB CENTERS OFFER EMPLOYMENT AND TRAINING WORKSHOPS IN DECEMBER

November 27, 2019

A variety of training and employment workshops to assist area residents during December will be held at the Connecticut Department of Labor's Bridgeport, Derby and Stamford American Job Centers.

The Bridgeport American Job Center is located at 2 Lafayette Square; the Derby American Job Center is located at 101 Elizabeth Street, and the Stamford American Job Center is located at 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 December workshops:

LinkedIn – Part 2: Networking Strategies December 4 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.

Résumé Critiques: December 6, 13 and 20 from 9 – 11am – By Appointment Only

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.

Fundamentals of Résumé Writing: December 13 from 9:30 – 11:30am

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: December 17 from 9:30 – 11:30am

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 1: December 18 from 9 – 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.

Veterans' Orientation: 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.

Derby American Job Center December workshops:

Linked In – Part 1: December 6 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: December 20 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.

Interviewing Strategies and Techniques December 13 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 December workshops:

Interviewing Strategies and Techniques: December 10 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: December 17 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: December 20 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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Steve Jensen
Director of Communications
Connecticut Department of Labor
Office: 860-263-6537
Cell: 860-661-6404
steve.jensen@ct.gov