



## **BRIDGEPORT, DERBY, STAMFORD AMERICAN JOB CENTERS OFFER EMPLOYMENT AND TRAINING WORKSHOPS IN JANUARY**

**December 27, 2019**

A variety of training and employment workshops to assist Fairfield County residents are being offered in January by the Connecticut Department of Labor at the Bridgeport, Derby and Stamford American Job Centers.

The Bridgeport American Job Center is located at 2 Lafayette Square; the Derby American Job Center is at 101 Elizabeth Street, and the Stamford American Job Center is at 141 Franklin Street.

Advance registration is encouraged due to space limitations. To register for these no-cost workshops, please go to [CTHires.com](http://CTHires.com) or call (203) 455-2700.

### **Bridgeport American Job Center January workshops**

#### **Fundamentals of Résumé Writing: January 24 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: January 23 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.

#### **Linked In – Part 1: January 15 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.

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**Veterans' Orientation: January 23 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.

**Résumé Critiques: January 10, 17, 24, 31 from 9-11 a.m. –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.

**Derby American Job Center January workshops**

**Linked In – Part 1: January 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: January 24 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 January 31 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 January workshops**

**Interviewing Strategies and Techniques: January 7 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: January 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: January 21 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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