



MEDIA RELEASE

CT Department of Labor *Communications Office*
Sharon M. Palmer, Commissioner

Hartford *American Job Center* Offers December Employment and Training Workshops

WETHERSFIELD, November 17, 2015 – Connecticut Department of Labor employees in the agency's *Hartford American Job Center*, located at 3580 Main Street, will offer a variety of training and employment workshops in December to assist area residents. Advanced registration is encouraged due to space limitations. Please call (860)256-3700 to register for these no-cost workshops.

Successful Job Search Strategies – December 4 (9 –11:30 a.m.): In order to conduct an effective job search, you need to understand the process, the research involved, and the techniques that work. Attending this workshop will give you the skills to make your job search efficient and focused. Tips will include utilizing online resources for researching companies and occupations.

Fundamentals of Résumé Writing – December 11 (9 – 11:30 a.m.): Intended for those who do not have a résumé or a current one, this session will be a lecture and discussion on the basics of résumé creation. Two styles of résumés will be presented, along with what should and should not be included. Participants will gain a thorough understanding of the eight parts of a résumé and the purpose of writing one and a manual will be included.

Interviewing Techniques – December 18 (9 – 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. *Proper interview attire is strongly recommended.*

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