

DECEMBER 2015

Calendar of Events

All workshops are free and open to the public.

Please sign up in advance.

Space is limited so call to pre-register today!

802-254-4555

◆ Register with us at
www.vermontjoblink.com



CAREER
RESOURCE CENTER
232 MAIN STREET
BRATTLEBORO, VT
05301

OFFICE HOURS:
MONDAY-THURSDAY
7:45 TO 4:30
FRIDAY
9:45 TO 4:30

*This office will be closed on
December 25th for **Christmas!***

*This office will be opening at 11
am on Friday, December 18th
for a staff meeting.*

WEEKLY WORKSHOPS

MONDAYS - RESUME WORKSHOP 2:00 PM

Learn how to best express your skills in a resume. If you have never written one, or have been writing them for years, all are welcome to attend. The workshop is followed by an opportunity to work together with our staff in the Career Resource Center on your resume.

WEDNESDAYS - JOB READINESS - WEEKLY JOB SEARCH GROUP 12:30 PM

Participants in this group will learn how to find and use local resources, keep their job search organized, tap into the hidden job market, complete successful job applications, and much more! Each week covers a different topic. Participants are encouraged to attend multiple weeks to enhance their job search.

THURSDAYS, DEC. 3RD & 17TH - INTERVIEW WORKSHOP 2:00 PM

Learn how to prepare for your next interview and look your best! We will cover everything from answering difficult questions to how to follow up after the interview is over. Leave this workshop feeling more confident and prepared for your next interview.

FEATURED EVENTS

Wednesday, December 2nd & 16th

WIOA ORIENTATION 2:00pm

Workforce Innovation and Opportunity Act

Interested in VDOL's training program? Looking for opportunities to take classes, earn a certificate or train on the job? Come to the WIOA Program Orientation for more information about options you may qualify for! **Call us at (802) 254-4555 to pre-register.**

Thursday, December 10th

LABOR READY HIRING EVENT 11:00am-1:00pm

Workforce Innovation and Opportunity Act

Labor ready is looking for General Laborers/Helpers for a 6-8 week solar project in Windham County. Pay starting at \$10.00/hr with 10-20 hrs of overtime per week. Come in for an on-the-spot interview!

What does the Career Resource Center Offer?

- ◇ Six computers, free for anyone to use for employment-related purposes
- ◇ Faxing, copying, printing, and scanning
- ◇ Trained staff to help you with your job search and career choices
- ◇ Assistance with writing resumes and cover letters
- ◇ Hiring events for local employers
- ◇ Information on continuing education

Are you an employer interested in holding a hiring event in our office?

Contact us at 802-254-4555 or labor-vj.brattleboro@state.vt.us

THIS MONTH'S FEATURE: Job Readiness— A Weekly Job Search Workshop

What: A job search workshop in open to the public

Where: The Brattleboro Department of Labor (232 Main Street)

When: Every Wednesday, 12:30 pm—1:00pm

Weekly Topics Include:

- VermontJobLink Navigation
- Resumes & Cover Letters
- Interviewing (including mock interviews)
- Job Search Planning
- Presenting Yourself Professionally
- Job Lead Sharing & Application Tips
- Successful Behavior in the Workplace
- Conflict Resolution

Participants are welcome to attend multiple weeks to enhance their job search

DECEMBER 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2 Job Readiness 12:30pm-1:00pm WIOA Orientation 2:00pm-3:00pm	3 Interviewing Workshop 1:00 pm	4
7 Resume Workshop 2:00pm	8	9 Job Readiness 12:30pm-1:00pm	10 Labor Ready Hiring Event 11:00am-1:00pm	11
14 Resume Workshop 2:00pm	15	16 Job Readiness 12:30pm-1:00pm WIOA Orientation 2:00pm-3:00pm	17 Interviewing Workshop 1:00 pm	18 Office Opens at 11am Staff Training
21 Resume Workshop 2:00pm	22	23 Job Readiness 12:30pm-1:00pm	24	25 Office Closed Holiday
28 Resume Workshop 2:00pm	29	30 Job Readiness 12:30pm-1:00pm	31	