

MAY 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

This office will be closed on Monday, May 25th in observation of Memorial Day



CAREER
RESOURCE CENTER
232 MAIN STREET
BRATTLEBORO, VT
05301

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

WEEKLY WORKSHOPS

MONDAYS INTERVIEWING CAN BE FUN 10:30 am

Learn how to prepare and look your best, answer difficult questions and how to follow up after the interview is over.

MONDAYS RESUME WORKSHOP 2:00 pm

Find out how to best express your skills on a resume. If you have never written one, or have been writing them for years, all are welcome to attend. Afterwards, there will be an opportunity to work on your resume in our Resource Center with assistance from our staff.

WEDNESDAYS JOB READINESS 12:30 PM

Participants in this group can 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!

FEATURED EVENTS

May 6 WIA ORIENTATION
2:00pm-3:00pm Workforce Investment Act Program for Adults

May 6 ADA TRAFFIC CONTROL CLASS
11:30am-3:30pm Workforce Investment Act Program for Adults

May 6 JOB READINESS
12:00pm *See Above

MAY 12 C&S WHOLESALE GROCERS
11:00am-1:00pm HIRING EVENT

MAY 19 FIRST CHOICE COMMUNICATIONS
11:00am-1:00pm HIRING EVENT

May 20 WIA ORIENTATION
2:00pm-3:00pm Workforce Investment Act Program for Adults

May 20 RIVER VALLEY EMPLOYMENT FAIR
2:00pm-5:00pm @Riverside Middle School Gym—Springfield

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-vjl.brattleboro@state.vt.us

MAY 2015

THIS MONTH'S FEATURE: USEFUL WEBSITES

Vermont Job Link (vermontjoblink.com) The Vermont Department of Labor's website for linking employers and job seekers. Features job postings and a resume builder.

Vermont Labor Market Information (vtlmi.info) An employer/occupation database for the state of Vermont. Compare wage rates, work styles, job descriptions, and more for occupations within the state. Features a database of current employers in Vermont and their contact information, searchable by industry and location, making VTLMi a great resource for locating employers who might be hiring.

ONET (onetonline.org) The federal equivalent of VTLMi with a comprehensive database of occupations. One great advantage that ONET offers is the fact that the occupational details are written in industry language, which employers like to see on resumes, making ONET a great tool for resume writing.

Glassdoor (glassdoor.com) A job search website that also features reviews of companies by current, former, and prospective employees. Features testimonials from individuals regarding interviews with various employers, including the position they interviewed for, how they applied, how the interview was conducted, and what questions were asked and how they answered them. A great resource for anyone who needs to prepare for an interview.

Other job search websites: Websites that many of our resource center visitors use include: indeed.com · careerbuilder.com · craigslist.com · monster.com · snagajob.com · usajobs.gov · careeronestop.org · simplyhired.com · jobsinvt.com · jobsinnh.com

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5	6 ADA Traffic Control Class 11:30am-3:30pm Job Readiness 12:30pm-1:00pm WIA Orientation 2:00pm-3:00pm	7	8
11	12 C&S Wholesale Grocers Hiring Event 11:00am-1:00pm	13 Job Readiness 12:30pm-1:00pm	14	15
18	19 First Choice Communications Hiring Event 11:00am-1:00pm	20 Job Readiness 12:30pm-1:00pm WIA Orientation 2:00pm-3:00pm River Valley Employment Fair 2:00pm-5:00pm (Springfield)	21	22
25	26	27 Job Readiness 12:30pm-1:00pm	28	29

Events listed are subject to change. Please call ahead of time if you plan on attending an event.