

NOVEMBER 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](http://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 the following days:*

**November 11th** for  
Veteran's day

**November 26th** for  
Thanksgiving

**November 27th** for  
Administrative Holiday

## WEEKLY WORKSHOPS

### MONDAYS RESUME WORKSHOP 2:00 pm

Learn 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. Workshop is followed by an opportunity to work together with our staff in the Career Resource Center on your resume.

### WEDNESDAYS JOB READINESS 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!

### NOVEMBER 12th & 25th INTERVIEW WORKSHOP 2:00 PM

Learn how to prepare for your next interview and look your best! We will cover answering difficult questions and how to follow up after the interview is over.

## FEATURED EVENTS

### November 4th WIOA ORIENTATION

2:00pm Workforce Investment and Opportunity Act

Interested in VDOL's training options? Come to the WIOA Orientation for more information! Call us at (802) 254-4555 to pre-register.

### November 9th FedEx Hiring Event

(With Kelly Staffing Services)

10:00am-1:00pm HIRING EVENT

Kelly Services is hiring for a Driver Assignment with FedEx Ground as it is their peak season. FedEx Ground will provide a vehicle, along with various routes to candidates who qualify.

### November 18th WIOA ORIENTATION

2:00pm Workforce Investment and Opportunity Act

Interested in VDOL's training options? Come to the WIOA Orientation for more information! Call us at (802) 254-4555 to pre-register.

### 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](mailto:labor-vjl.brattleboro@state.vt.us)

## NOVEMBER 2015

### THIS MONTH'S FEATURE: the Workforce Innovation & Opportunity Act - Training Options through VDOL

The Workforce Innovation and Opportunity Act (WIOA) is an employment and training program funded by the U.S. Department of Labor. It serves to help eligible individuals access the tools they need to manage their careers through information and quality services and to help businesses find skilled workers.

*Types of training available through WIOA for eligible participants can include:*

**Work Experience** - an opportunity to "try out" a job through a short-term Vermont Department of Labor-supported work experience at a local business.

**Occupational Skills Training** - this short-term training is conducted in a classroom setting, designed to help you gain the occupational skills needed to perform a specific job and meet the technical needs of the workplace. This training is available through partnerships with many area schools and usually includes a certificate upon successful completion.

**On-the-Job Training** - an OJT can help you acquire the knowledge and skills needed to be successful at a specific job. You are hired by an employer and the Vermont Department of Labor reimburses the employer some of the costs associated with your training.

If you are interested in participating in WIOA or learning more about it, you are welcome to attend our [WIOA Orientation](#), held every second and fourth Wednesday at 2:00 pm in the Springfield Career Resource Center; this month the orientations will be held on Friday, November 13<sup>th</sup> (re-scheduled due to Veteran's Day) and Wednesday, November 25<sup>th</sup>. **Please give us a call at 802-885-2167 if you would like to sign up!**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 <b>Resume Workshop</b> 2:00pm	3	4 <b>Job Readiness</b> 12:30pm-1:00pm  <b>WIOA Orientation</b> 2:00pm-3:00pm	5	6
9 <b>FedEx Hiring Event</b> 10:00am-1:00pm <b>Resume Workshop</b> 2:00pm	10	11 <b>Closed</b> <b>Veteran's Day</b>	12 <b>Interviewing Workshop</b> 1:00 pm	13
16 <b>Resume Workshop</b> 2:00pm	17	18 <b>Job Readiness</b> 12:30pm-1:00pm  <b>WIOA Orientation</b> 2:00pm-3:00pm	19	20
23 <b>Resume Workshop</b> 2:00pm	24	25 <b>Interviewing Workshop</b> 1:00 pm	26 <b>Closed</b> <b>Thanksgiving</b>	27 <b>Closed</b> <b>Administrative Holiday</b>
30 <b>Resume Workshop</b> 2:00pm				

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