

SEPTEMBER 2015

# Calendar of Events

All workshops are free and open to the public. Please sign up in advance. Space is limited so reserve yours today!

Call us today at  
**802-254-4555**

◆ This office will be closed on Monday, September 7th for Labor Day

◆ Register with us at [www.vermontjoblink.com](http://www.vermontjoblink.com)



VDOL 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 RESUME WRITING 2:00 pm

This workshop is designed to help job seekers learn how to write an effective resume. Participants will gain the skills and knowledge needed to create this essential tool for an effective job search.

### WEDNESDAYS JOB READINESS 12:30pm

Job Readiness is a workshop that incorporates a rotating series of topics, ranging from job search skills, interviewing and resume writing techniques, time management, workplace skills, and more!

### MONDAYS INTERVIEWING SKILLS 2:00 pm

Our Interviewing Skills workshop prepares job seekers for all the aspects of the interview process, from how to prepare, how to answer difficult questions, all the way to how to follow up after the interview.

## FEATURED EVENTS

### SEPTEMBER 2nd & 16th WIOA ORIENTATION 2:00-3:00pm

If you are interested in the training options that are available through the Workforce Innovation and Opportunity Act, sign up for our WIOA Orientation! Call us at 802-254-4555 or ask at the front desk.

### SEPTEMBER 14th & 28th RESUME WORKSHOP 2:00-3:00pm

### SEPTEMBER 8th & 21nd INTERVIEW WORKSHOP 2:00-3:00pm

\*September 8th Interview Workshop held on Tuesday due to Labor Day.

### 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 about training and education resources

Are you an employer interested in holding a hiring event in our office? Contact us at 802-254-4555 or [labor-vjl.brattleboro@vermont.gov](mailto:labor-vjl.brattleboro@vermont.gov) to set up a date and time!

## THIS MONTH'S FEATURE: Resume Pointers

1. Have a clear idea of how you want to present your professional life on paper before you begin; make a sketch before you sit down to type at a computer.
2. Organize your content into sections and dates.
3. Cater your resume to each job you apply to, highlighting skills that are essential to the job and mentioned in the job description (if you are qualified for the position)
4. Visit the occupations section on [www.vtlmi.info](http://www.vtlmi.info) for examples of specific language for the industry that you are in.
5. Begin statements with action verbs in the third person and past tense if you are no longer working there.
6. Lead with the most important information first: job title, place of business, dates, location.
7. Provide your professional references on a separate sheet of paper.
8. Print your cover letter, resume and references on resume-quality paper, available for free in our Resource Centers.

## SEPTEMBER 2015 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Resume Workshop 2:00 pm	1	2 Job Readiness 12:30pm WIOA Orientation 2:00-3:00 pm	3	4	5
6	7 Labor Day <b>OFFICE CLOSED</b>	8 Interview Workshop 2:00 pm	9 Job Readiness 12:30pm	10	11	12
13	14 Resume Workshop 2:00 pm	15	16 Job Readiness 12:30pm WIOA Orientation 2:00-3:00 pm	17	18	19
20	21 Interview Workshop 2:00 pm	22	23 Job Readiness 12:30pm	24	25	26
27	28 Resume Workshop 2:00 pm	29	30 Job Readiness 12:30pm WIOA Orientation 2:00-3:00 pm			

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