

AUGUST 2016

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!

- ◆ *The Career Resource Center will be closed on Tuesday, August 16th.*
- ◆ *Register with us online at 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

FRIDAYS RESUME WRITING 2:00-3:00pm

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 9:00-10:00am

Job Readiness is a weekly job search group, covering topics such as job search skills, professional behavior, networking, finding and using local resources, achieving workplace success, time management, assessing your interests, and much more! Call ahead to learn the topic of the week!

FRIDAYS INTERVIEWING SKILLS 10:00-11:00 am

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.

SPECIAL ANNOUNCEMENT!! This office closes daily for lunch from 12:15pm-1:00pm.

FEATURED EVENTS

AUGUST 2nd HIRING EVENT 1:15-3:45pm

Aramark is coming to our office recruit for production and custodial service work positions in Brattleboro. The work will be at Lepage Bakeries. Stop by to speak with hiring managers.

AUGUST 3rd & 17th WIOA ORIENTATION 2:00-3:00 pm

Interested in VDOL's training programs? Looking for opportunities to take classes, earn a certificate, or train on the job? Come to the Workforce Innovation & Opportunity Act Orientation for more information about options you may qualify for! Call us at 802-254-4555 or ask at the front desk to pre-register.

THIS MONTH'S FEATURE: Creative Ways to Look for Work

Many people know about the most common ways to look for work: searching online, reading the classifieds in the local paper, going to person to see if a business is hiring, etc. But in addition to those popular methods, there are a myriad of creative ways in which you can expand your job search. Try some of these ideas!

1. **Network!** Talk to friends, family, teachers, professors, counselors, and any other acquaintances to see if they know of anyone who is hiring. Ask if they can introduce you to others in their field. Building these contacts creates a vast network of people who can refer you to work opportunities or share you resume with others.
2. **Find employers in the Yellow Pages** or in your chosen industry via the Employer Database on VTLMInfo.com and then contact those businesses to see if they are hiring. Offer to send them your resume to keep on file even if they say they not hiring at that time.
3. **Create an online presence for yourself.** Build a personal website or create a professional profile on LinkedIn.com. Use Twitter, Facebook, or other social media sites to network with employees and employers. (Make sure you have a professional profile on your social media accounts beforehand, of course!)
4. **Subscribe to a journal, newsletter, or online forum** dedicated to the field you want to work in. This can help you make contacts with people in the field and learn about potential job opportunities.
5. **Pay attention** to things like new construction, new business licenses or contracts, and real estate transactions: you can find out what new businesses are coming to town and see if they are hiring. This is a great way to get your foot in the door.

What does the Career Resource Center Offer?

- ◇ Seven 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?

AUGUST 2016 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Hiring Event Aramark 1:15-3:45pm	3 Job Readiness 9:00-10:00am WIOA Orientation 2:00-3:00 pm	4	5 Interview Workshop 10:00-11:00 am Resume Workshop 2:00-3:00pm	6
7	8	9	10 Job Readiness 9:00-10:00am	11	12 Interview Workshop 10:00-11:00 am Resume Workshop 2:00-3:00pm	13
14	15	16 Office Closed	17 Job Readiness 9:00-10:00am WIOA Orientation 2:00-3:00 pm	18	19 Interview Workshop 10:00-11:00 am Resume Workshop 2:00-3:00pm	20
21	22	23	24 Job Readiness 9:00-10:00am	25	26 Interview Workshop 10:00-11:00 am Resume Workshop 2:00-3:00pm	27
28	29	30	31 Job Readiness 9:00-10:00AM			

*Hiring Events are highlighted in **bold**. Events listed are subject to change. Please call ahead of time if you plan on attending an event.*