

FEBRUARY 2016

Calendar of Events

NOTICE!!! Vermont Job Link will be updating on the evening of February 4th, 2016 from 5pm-10pm. This means it will be unavailable during that time.

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 Monday, February 15th for President's Day

WEEKLY WORKSHOPS

MONDAYS - RESUME WORKSHOP 2:00 PM-3:00 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 9:00 AM-10:00 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, JAN 7th & 21st - INTERVIEW WORKSHOP 2:00 PM-3:00 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.

FEATURED EVENTS

Thursday, the 4th; Wednesday, the 17th

WIOA ORIENTATION 2:00 PM-3:00 PM

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.**

Tuesday, January 9th

HIRING EVENT 11:00am-1:00pm

Lepage Bakeries

Come to our Resource Center for on-the-spot interviews for several openings at Lepage Bakeries in Brattleboro. They are looking for Production Helpers, Machine Operators, Maintenance Technicians, a Production Supervisor and a Shipping Clerk.

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

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

THIS MONTH'S FEATURE:

Having a professional email address is an integral piece of the job search process. Most online applications will require you to have an email address, and having one will also allow you to communicate with potential employers. Here are some tips to help jobseekers use their email address effectively:

1. Don't have an email address? There are many free email providers where you can create one, such as yahoo.com, outlook.com, or the popular gmail.com, which we recommend as it is the most user friendly. Be aware that you must create an email address that is not already in use, so sometimes your desired address might be taken. In that case, you can often add numbers to your email address to make it unique. Remember to write down your email address and password and keep it in a safe place!
2. Make sure your email address is appropriate for professional communication; it's good idea for it to include your first and last name. Even if you already have an email account, it can be helpful to set up a new, separate account for job searching. That way all the emails you receive that are related to your job search will be in one place and won't get mixed in with your personal emails.
3. Check your email constantly! Many employers will contact you via email to set up an appointment for an interview, especially if you emailed them first or provided your email address on their online application or on your resume. Some employers prefer to communicate primarily via email, so be prepared!
4. Familiarize yourself with sending files from your computer as attachments. Often times you will be asked to email an employer a resume or another document. The near universal symbol for attaching a file is a paperclip . When writing an email, click on the paperclip icon to find the file on your computer that you want to attach. This is where it is important to save the file in a location where it is easy to find (like the desktop) and name it something you will remember.
5. When emailing an employer, always include something in the subject line of the email that indicates what you are emailing them about, i.e. you are applying for a specific position. If you are not clear about the subject of your email, they may delete or overlook it!

February 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Resume Workshop 2:00pm-3:00pm	2	3 Job Readiness 9:00am-10:00am	4 WIOA Orientation 2:00pm-3:00pm	5
8 Resume Workshop 2:00pm-3:00pm	9 Hiring Event <i>Lepage Bakery</i> 11:00am-1:00pm	10 Job Readiness 9:00am-10:00am	11	12
15 Office Closed Holiday	16	17 Job Readiness 9:00am-10:00am WIOA Orientation 2:00pm-3:00pm	18 WIOA Orientation 2:00pm-3:00pm	19
22 Resume Workshop 2:00pm-3:00pm	23	24 Job Readiness 9:00am-10:00am	25	26
29 Resume Workshop 2:00pm-3:00pm				

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