

JULY 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 Monday, July 4<sup>th</sup> 2016*
- ◆ *Register with us online 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

### 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.

## FEATURED EVENTS

### JULY 6<sup>th</sup> & 20<sup>th</sup> 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: Training for Your New Career. Learn About the WIOA Program

### 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?

The Workforce Innovation and Opportunity Act (WIOA) is an employment and training program funded by the U.S. Department of Labor. Eligible individuals may receive training for a high-demand occupation that matches your personal skills and goals

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

**Work Experience:** An opportunity to try a career path out while being paid to learn! This short-term career learning opportunity at a local business could possibly lead to a permanent position.

**Occupational Skills:** An opportunity for a certification, licensure, or training program through both in classroom or online educational programs 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.

**On-the Job Training:** Employment opportunities with on-site training through the employer. Financial assistance to subsidize the employer's training wage cost and supportive services such as supplies and tools required to do the job are paid through the WIOA Program and are free to the participant.

Interested in participating in WIOA or learning more? Attend a [WIOA Orientation](#), held every first and third Wednesday at 2:00 pm in the Brattleboro Career Resource Center, this month the orientations will be held on July 6th and July 20th. **Please give us a call at 802-254-4555 if you would like to sign up!**

## JULY 2016 CALENDAR

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

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