

JUNE 2016

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



VERMONT DEPARTMENT OF LABOR

Register with us online at www.vermontjoblink.com to search for local jobs or build a resume.

BRATTLEBORO
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 WORKSHOP 2:00-3:00 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 9:00-10:00 AM

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.

FRIDAYS - INTERVIEW WORKSHOP 10:00am-11:00am

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 done.

FEATURED EVENTS

Wednesdays, June 1st & 15th

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.**

Thursday, June 2nd

HIRING EVENT 12:00pm-3:00pm

Janitronics is hiring part-time evening cleaners for commercial buildings in Brattleboro. Come to the Hiring Event for an on-the-spot interview. Must be able to pass a background check.

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 on continuing education

Are you an employer interested in holding a hiring event in our office?

Contact us at 802-254-4555

THIS MONTH'S FEATURE: Creative Ways to Find a Job

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 VTLMi.info 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.

JUNE 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 Job Readiness 9:00am-10:00am WIOA Orientation 2:00pm-3:00pm	2 JANITRONICS HIRING EVENT 12:00pm-3:00pm	3 Interview Skills 10:00-11:00am Resume Workshop 2:00pm-3:00pm
6	7	8 Job Readiness 9:00am-10:00am	9	10 Interview Skills 10:00-11:00am Resume Workshop 2:00pm-3:00pm
13	14	15 Job Readiness 9:00am-10:00am WIOA Orientation 2:00pm-3:00pm	16	17 Interview Skills 10:00-11:00am Resume Workshop 2:00pm-3:00pm
20	21	22 Job Readiness 9:00am-10:00am	23	24 Interview Skills 10:00-11:00am Resume Workshop 2:00pm-3:00pm
27	28	29	30	

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