

MARCH 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

◆ 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 Tuesday, March 1st for Town Meeting Day

NOTICE!!! Our workshop times have changed! Please see the new times listed below!

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, MARCH 11th & 25th - 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 over.

FEATURED EVENTS

Wednesdays, March 2nd & March 16th

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.**

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

March 2016

THIS MONTH'S FEATURE: **WIOA YOUTH PROGRAM**

The Workforce Innovation & Opportunity Act (WIOA) Youth Program provides teenagers and young adults who are facing barriers to employment with year-round employment and training services and opportunities. This program can help you find your strengths and talents! We will work with you to help you identify your skills, interests, and experience.

Key Elements of the WIOA Youth Program:

EDUCATION • tutoring, study skills training, alternative secondary school services

EMPLOYMENT • summer employment opportunities, paid and unpaid work experience including internships and job shadowing

TRAINING • occupational skills training, leadership development opportunities, on-the-job training, certification programs

SUPPORTIVE SERVICES • Mentoring for at least 12 months, follow-up services after program completion, comprehensive guidance and counseling including drug/alcohol counseling and referral

Contact Ed Merrill, WIOA Youth Case Manager for more information about the program
802-251-0212 (Brattleboro)
802-885-1422 (Springfield)
802-505-5585 (Cell)
edward.merrill@vermont.gov

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(February 29th) Resume Workshop 2:00pm-3:00pm	1 Office is closed for Town Meeting Day	2 Job Readiness 9:00am-10:00am WIOA Orientation 2:00pm-3:00pm	3	4
7	8	9 Job Readiness 9:00am-10:00am	10	11 Interview Skills 10:00-11:00am Resume Workshop 2:00pm-3:00pm
14	15	16 Job Readiness 9:00am-10:00am WIOA Orientation 2:00pm-3:00pm	17	18 Resume Workshop 2:00pm-3:00pm
21	22	23 Job Readiness 9:00am-10:00am	24	25 Interview Skills 10:00-11:00am Resume Workshop 2:00pm-3:00pm
28	29	30 Job Readiness 9:00am-10:00am	31	
<i>Events listed are subject to change. Please call ahead of time if you plan on attending an event.</i>				