

OCTOBER 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!**

◆ 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

CLOSED FOR LUNCH  
12:15-1:00 DAILY

## 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

### OCTOBER 5th & 19th 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.

### OCTOBER 20th SOUTHERN VERMONT CAREER EXPO 1:00-5:00pm

@ THE BROOKS HOUSE ATRIUM & THE RIVER GARDEN, on Main Street, Brattleboro  
Jobseekers, students and professionals are welcome to attend the Expo, which will feature employers and career options in the Southeastern Vermont area. Please see the reverse side of this calendar for more detailed information!



THIS MONTH'S FEATURE: SoVT Career Expo



- 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

The 4th Annual Southern Vermont Career Expo, presented by the Windham Workforce Investment Board, will take place on October 20th from 1:00 to 5:00 pm. Attendees will have the opportunity to meet top employers and entrepreneurs, explore career options and job leads, and get advice on career and educational plans. Exhibitors will include employers in Southeastern Vermont and the surrounding area, local educational institutions, staffing agencies, and career services providers.

Jobseekers, high school and college students looking to explore their career and educational interests, and working professionals looking for their next career move or professional opportunity are encouraged to attend!

**The Career Social** will take place following the Expo at **The Lounge at 4 High Street** in Brattleboro. Interested individuals are welcome to attend this networking after-party. Attendees will have the opportunity to meet local entrepreneurs and professionals who are on hand to speak about their successes and challenges in Southern Vermont.

**The event will be held at the Brooks House Atrium (130 Main Street), and the River Garden (157 Main Street) in Brattleboro, VT.** For more information on the event and a list of exhibitors, please visit [VermontCareerExpo.com](http://VermontCareerExpo.com) or [Facebook.com/WindhamWIB/events](https://www.facebook.com/WindhamWIB/events).

Are you an employer interested in a hiring event in our office? Please contact us at 802-254-4555 to set up a date and time!

OCTOBER 2016 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5 <b>Job Readiness</b> 9:00-10:00am <b>WIOA Orientation</b> 2:00-3:00 pm	6	7 <b>Interview Workshop</b> 10:00-11:00 am <b>Resume Workshop</b> 2:00-3:00pm	8
9	10	11	12 <b>Job Readiness</b> 9:00-10:00am	13	14 <b>Interview Workshop</b> 10:00-11:00 am <b>Resume Workshop</b> 2:00-3:00pm	15
16	17	18	19 <b>Job Readiness</b> 9:00-10:00am <b>WIOA Orientation</b> 2:00-3:00 pm	20 <b>Career Expo</b> 1:00-5:00pm Brooks House & River Garden <b>Career Social</b> 5:30—7:00pm The Lounge	21 <b>Interview Workshop</b> 10:00-11:00 am <b>Resume Workshop</b> 2:00-3:00pm	22
23	24	25	26 <b>Job Readiness</b> 9:00-10:00AM	27	28 <b>Interview Workshop</b> 10:00-11:00 am <b>Resume Workshop</b> 2:00-3:00pm	29