

APRIL 2015

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
802-885-2167

◆ Our “Job Readiness”
Workshop is now called
“Job Club.”

◆ Register with us at
www.vermontjoblink.com



VDOL CAREER
RESOURCE CENTER
56 MAIN STREET
SUITE 101
SPRINGFIELD, VT
05156

OFFICE HOURS:
MONDAY-THURSDAY
7:45 TO 4:30
FRIDAY
9:45 TO 4:30

WEEKLY WORKSHOPS

MONDAYS INTERVIEWING SKILLS 9:00am-10:00am

Our Interviewing Skills workshop prepares job seekers for all aspects of the interview process, from how to prepare, how to answer difficult questions, all the way to how to best follow up after the interview.

TUESDAYS RESUME WRITING 9:00am-10:00am

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.

TUESDAYS COMPUTER BASICS 2:00pm-3:00pm

This workshop is designed for those who are new to using computers, introducing participants to the basic components of a computer and showing them how to conduct a basic job search.

WEDNESDAYS JOB CLUB 8:30am-9:30am

Participants in this group can 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!

FEATURED EVENTS

APRIL 6th COMCAST HIRING EVENT 10:00am-12:00pm

Stop by to meet with a representative to learn more about Comcast or have an on-the-spot interview.

APRIL 7th COWORX HIRING EVENT 10:00am-2:00pm

CoWorx Staffing Services is recruiting for Sturm Ruger, a firearms manufacturer in Newport, NH. Over 50 positions are available! Please stop by to fill out an application and meet with a CoWorx representative.

APRIL 15th VSAC INFORMATION SESSION 12:00pm-12:30pm

Come and learn about what VSAC can offer Vermont adults looking to further their education.

APRIL 1st, 15th & 29th WIA ORIENTATION 2:00-3:00pm

If you are interested in the training options that are available through the Workforce Investment Act, sign up for our WIA Orientation today! Call us at 802-885-2167 or ask at the front desk for more information.

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?

- ◇ Five 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? Contact us at 802-885-2167 or labor-vjl.springfield@state.vt.us to set up a date and time!

THIS MONTH'S FEATURE: online job searching

As many of us know, most jobs these days require you to apply online, either by filling out an online job application or emailing a resume and cover letter. It can seem like a confusing and time consuming process. Here are a few tips to make the process more manageable:

1. **Back up your resume, cover letter, references, and other documentation** on a flash drive or a service like Google Drive. That way you can quickly access that information wherever you have a computer or access to the internet.
2. **Keep a worksheet on hand that contains your personal information and work history.** Online applications will often ask for specifics, such as the exact date you left or started a job or your former supervisors' name and phone number. Observe what the common questions tend to be in online applications and create a sheet where you can keep all this information in one place. Online applications will go a lot faster when you have all that info on hand.
3. **Just like with a paper or in-person application, always follow up!** It can be discouraging to fill out online applications and not be sure where they are headed. Look for a phone number on the website for the HR department and if you don't hear back in a week, give them a call to see what the status of your application is.
4. **Work with a Career Development Facilitator** here at the Resource Center – we are here to help you with all your job search-related needs.

APRIL 2015 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Job Club 8:30-9:30 am WIA Orientation 2:00-3:00 pm	2	3	4
5	6 Interview Workshop 9:00-10:00 am Comcast Hiring Event 10:00 am-12:00 pm	7 Resume Workshop 9:00-10:00 am CoWorx Hiring Event 10:00 am-2:00 pm Computer Basics 2:00-3:00 pm	8 Job Club 8:30-9:30 am	9	10	11
12	13 Interview Workshop 9:00-10:00 am	14 Resume Workshop 9:00-10:00 am Computer Basics 2:00-3:00 pm	15 Job Club 8:30-9:30 am WIA Orientation 2:00-3:00 pm VSAC Info Session 12:00-12:30 pm	16	17	18
19	20 Interview Workshop 9:00-10:00 am	21 Resume Workshop 9:00-10:00 am Computer Basics 2:00-3:00 pm	22 Job Club 8:30-9:30 am VSAC Info Session 12:00-12:30 pm	23	24	25
26	27 Interview Workshop 9:00-10:00 am	28 Resume Workshop 9:00-10:00 am Computer Basics 2:00-3:00 pm	29 Job Club 8:30-9:30 am WIA Orientation 2:00-3:00 pm	30		

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