

AUGUST 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**

◆ We will be closed on  
Monday, August 17<sup>th</sup> for  
Bennington Battle Day

◆ Register with us at  
[www.vermontjoblink.com](http://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

## SPECIAL ANNOUNCEMENT WE HAVE BRAND NEW COMPUTERS!

We're happy to report that we have new computers in the Springfield CRC! Our five new public computers are much faster and more reliable than the previous ones. Please come visit us and check them out!

## WEEKLY WORKSHOPS

**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.

**WEDNESDAYS JOB READINESS 8:45am-9:30am**

Job Readiness is a workshop that incorporates a rotating series of topics, ranging from job search skills, interviewing and resume writing techniques, time management, workplace skills, and more!

**THURSDAYS INTERVIEWING SKILLS 10:00-11:00am**

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.

**FRIDAYS COMPUTER BASICS 10:00-11:00am**

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.

## FEATURED EVENTS

**AUGUST 3<sup>RD</sup> LEDDY GROUP HIRING EVENT 10:00 am-12:00 pm**

Come in to meet with a representative from Leddy Group Staffing Services. Leddy Group provides staffing services to employers in the local area. Please stop by for an on-the-spot interview!

**AUGUST 12<sup>TH</sup> & 26<sup>TH</sup> WIOA ORIENTATION 2:00-3:00pm**

If you are interested in the training options that are available through the Workforce Innovation and Opportunity Act, sign up for our WIOA Orientation! Call us at 802-885-2167 or ask at the front desk.

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

## 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 [VTLMInfo.com](http://VTLMInfo.com) 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](http://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.

### 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@vermont.gov](mailto:labor-vjl.springfield@vermont.gov) to set up a date and time!

## AUGUST 2015 CALENDAR

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

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