

DECEMBER 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

- ◆ *The Springfield Career Resource Center will be closed on December 25th*
- ◆ *Register with us online 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

TUESDAYS RESUME WRITING 9:00-10:00 am

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 8:45-9:30 am

Job Readiness is a workshop that incorporates a rotating series of topics, ranging from job search skills, professional behavior, networking, local resources, and more! **See the reverse side to learn about the special four-part Job Readiness series we are offering for the month of December!**

THURSDAYS 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.

FRIDAYS COMPUTER BASICS 10:00-11:00 am

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

FEATURED EVENTS

DECEMBER 2nd 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!

DECEMBER 16th COWORX HIRING EVENT 9:00 am-1:00 pm

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.

DECEMBER 9th & 23rd WIOA ORIENTATION 2:00-3:00pm

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 802-885-2167 or ask at the front desk to pre-register.

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

THIS MONTH'S FEATURE: the Job Readiness Workshop

Our Job Readiness Workshop aims to provide jobseekers with the skills they need to find work and succeed in a professional environment. For the month of December, we have put together a series that jobseekers are welcome to attend consecutively or individually.

The workshop is offered every Wednesday from 8:45 to 9:30 am.

December 9th: Job Search Planning - Approaching your job search with an organized plan can make the process easier and more efficient. This session will revolve around exploring various methods to look for work and creating your job search action plan.

December 16th: Exploring Local Resources - Come to this session to learn about what resources are available in the Springfield area, including community action agencies, food shelves, public computer labs, thrift stores for professional attire, and much more.

December 23rd: Building Your Network - Having a network is an integral part of the job search process. This session will help you identify the network you already have in place and how you can expand it. We will touch on personal connections, social media, professional organizations, and the many other ways jobseekers can make connections.

December 30th: Expressing Yourself Professionally - During the job application process it is essential that jobseekers present themselves professionally, whether they are networking or interacting with potential employers. Come to this session to learn how to express yourself in a professional manner both in person and on paper.

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 to set up a date and time!

DECEMBER 2015 CALENDAR

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

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