

JUNE 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 office will be closed all day Thursday, June 18<sup>th</sup> for staff training

◆ 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

## 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.

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

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.

**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

**JUNE 1<sup>st</sup> WESTAFF HIRING EVENT 9:00am-1:00pm**

Westaff is hiring for Manufacturing, Warehouse and Assembly positions. Come meet with a representative!

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

Come and meet with a representative from Leddy Group Staffing Services for an on-the-spot interview.

**JUNE 24<sup>th</sup> COWORX HIRING EVENT 9:00am-1:30pm**

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.

**JUNE 24<sup>th</sup> WIA ORIENTATION 2:00pm-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.

**JUNE 25<sup>th</sup> PATRIOT FREIGHTLINER HIRING EVENT 11:00am-1:00pm**

Patriot Freightliner, a local trucking company, has a number of job openings: Parts Counterperson, Service Advisor and Diesel Technician - Class C. Stop by fill out an application and meet with a representative!

*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: the WIA Youth Program

**Attention Teens and Young Adults!** Are you ready to make a positive change in your life and prepare for your future? You may qualify for the Vermont Department of Labor's WIA (Workforce Investment Act) Youth Program. Our program assists young people facing a variety of barriers to employment with moving their lives in a positive direction.

The key elements of the WIA Youth Program are:

***Education · Employment · Training · Supportive Services***

**Enrolling now for summer employment and training opportunities!**

For more information, please contact: **Ed Merrill, WIA Youth Case**

**Manager**, Windham and Windsor Counties, 802-251-0212 or

edward.merrill@state.vt.us.

## JUNE 2015 CALENDAR

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

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