

MAY 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, May 25th for
Memorial Day

◆ 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

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. (starting May 8th)

FEATURED EVENTS

MAY 5th C&S WHOLESALE GROCERS HIRING EVENT 9:00am-11:00am

The largest wholesale grocery supply in the United States is now recruiting! Please stop by to meet with a representative and fill out an online application.

MAY 20th RIVER VALLEY EMPLOYMENT FAIR 2:00pm-5:00pm

This event will be held at Riverside Middle School in Springfield, VT. The River Valley Employment Fair is designed to connect jobseekers with employers in the area and to showcase local resources and training programs that can help jobseekers attain employment. Please call 802-885-8310 for more information.

MAY 13th & 27th 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.

MAY 27th 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.

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

THIS MONTH'S FEATURE: useful websites

This month we are highlighting some useful websites for jobseekers.

Vermont Job Link (vermontjoblink.com) The Vermont Department of Labor's website for linking employers and job seekers. Features job postings and a resume builder.

Vermont Labor Market Information (vtlmi.info) An employer/occupation database for the state of Vermont. Compare wage rates, work styles, job descriptions, and more for occupations within the state. Features a database of current employers in Vermont and their contact information, searchable by industry and location, making VTLMI a great resource for locating employers who might be hiring.

ONET (onetonline.org) The federal equivalent of VTLMI with a comprehensive database of occupations. One great advantage that ONET offers is the fact that the occupational details are written in industry language, which employers like to see on resumes, making ONET a great tool for resume writing.

Glassdoor (glassdoor.com) A job search website that also features reviews of companies by current, former, and prospective employees. Features testimonials from individuals regarding interviews with various employers, including the position they interviewed for, how they applied, how the interview was conducted, and what questions were asked and how they answered them. A great resource for anyone who needs to prepare for an interview.

Other job search websites: Websites that many of our resource center visitors use include: indeed.com · careerbuilder.com · craigslist.com · monster.com · snagajob.com · usajobs.gov · careeronestop.org · simplyhired.com · jobsinvt.com · jobsinnh.com

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!

MAY 2015 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5 Resume Workshop 9:00-10:00 am C&S Wholesale Grocers 9:00-11:00 am	6 Job Readiness 8:30-9:30 am	7 Interview Workshop 10:00-11:00 am	8 Computer Basics 10:00-11:00 am	9
10	11	12 Resume Workshop 9:00-10:00 am	13 Job Readiness 8:30-9:30 am WIA Orientation 2:00-3:00 pm	14 Interview Workshop 10:00-11:00 am	15 Computer Basics 10:00-11:00 am	16
17	18	19 Resume Workshop 9:00-10:00 am	20 Job Readiness 8:30-9:30 am RV Employment Fair 2:00-5:00 pm	21 Interview Workshop 10:00-11:00 am	22 Computer Basics 10:00-11:00 am	23
24 31	25 Memorial Day OFFICE CLOSED	26 Resume Workshop 9:00-10:00 am	27 Job Readiness 8:30-9:30 am Coworx 9:00 am-1:30 pm WIA Orientation 2:00-3:00 pm	28 Interview Workshop 10:00-11:00 am	29 Computer Basics 10:00-11:00 am	30

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