

SEPTEMBER 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, September 7th
for Labor 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.

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 how to conduct a simple job search. (**NOTE:** cancelled 9/18 & 9/25)

FEATURED EVENTS

SEPTEMBER 1st MASIELLO HIRING EVENT 10:00 am-12:00 pm

Masiello Employment Services specializes in placing candidates in office support, finance, light industrial, and technical positions. Stop by to meet with a representative to discuss employment opportunities.

SEPTEMBER 2nd SSCF OPEN HOUSE & JOB FAIR 9:00 am-7:00 pm

This event takes place at the Southern State Correctional Facility in Springfield. Come tour the facility and learn about correctional career opportunities. Bring your resume and at least one reference!

SEPTEMBER 2nd & 16th LEDDY GROUP HIRING EVENT 10:00 am-12:00 pm

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

SEPTEMBER 9th & 23rd 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: resume pointers

- 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!

1. Have a clear idea of how you want to present your professional life on paper before you begin; make a sketch before you sit down to type at a computer.
2. Organize your content into sections which will best represent your skills, education, and experience.
3. Tailor your resume to each job you apply to, highlighting skills that are essential to the job and are mentioned in the job description (if you are qualified for the position)
4. Visit the occupations section on www.vtlmi.info for examples of specific language for the industry that you are in.
5. Begin statements with action verbs and use the third person and past tense to represent past experience.
6. Lead with the most important information first: job title, place of business, dates, location.
7. Provide your professional references on a separate sheet of paper.
8. Print your cover letter, resume and references on resume-quality paper, available for free in our Resource Centers.

SEPTEMBER 2015 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Resume Workshop 9:00-10:00 am Masiello 10:00 am-12:00 pm	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 Labor Day OFFICE CLOSED	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 Leddy Group 10:00 am-12:00 pm	17 Interview Workshop 10:00-11:00 am	18	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 pm	24 Interview Workshop 10:00-11:00 am	25 Springfield CRC opens at 11:00 am	26
27	28	29 Resume Workshop 9:00-10:00 am	30 Job Readiness 8:45-9:30 am CoWorx 9:00 am-12:00 pm			

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