

FEBRUARY 2016

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 Career Resource Center will be closed on February 15th, 2016*
- ◆ *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

NOTICE!!! Vermont Job Link will be updating on the evening of February 4th, 2016. The website (www.vermontjoblink.com) will still have all the same functions as before, however some sections will have a new appearance, such as the homepage. Should you have any trouble navigating the updated website or come across any errors, please give us call at 802-885-2167.

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, finding and using local resources, and much more!

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

FEBRUARY 17th 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.

FEBRUARY 10th & 24th 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: Email Tips & Tricks

Having a professional email address is an integral piece of the job search process. Most online applications will require you to have an email address, and having one will also allow you to communicate with potential employers. Here are some tips to help jobseekers use their email address effectively:

- 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

1. Don't have an email address? There are many free email providers where you can create one, such as yahoo.com, outlook.com, or the popular gmail.com, which we recommend as it is the most user friendly. Be aware that you must create an email address that is not already in use, so sometimes your desired address might be taken. In that case, you can often add numbers to your email address to make it unique. Remember to write down your email address and password and keep it in a safe place!
2. Make sure your email address is appropriate for professional communication; it's good idea for it to include your first and last name. Even if you already have an email account, it can be helpful to set up a new, separate account for job searching. That way all the emails you receive that are related to your job search will be in one place and won't get mixed in with your personal emails.
3. Check your email constantly! Many employers will contact you via email to set up an appointment for an interview, especially if you emailed them first or provided your email address on their online application or on your resume. Some employers prefer to communicate primarily via email, so be prepared!
4. Familiarize yourself with sending files from your computer as attachments. Often times you will be asked to email an employer a resume or another document. The near universal symbol for attaching a file is a paperclip . When writing an email, click on the paperclip icon to find the file on your computer that you want to attach. This is where it is important to save the file in a location where it is easy to find (like the desktop) and name it something that you will remember.
5. When emailing an employer, always include something in the subject line of the email that indicates what you are emailing them about, i.e. you are applying for a specific position. If you are not clear about the subject of your email, they may delete or overlook it!

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!

FEBRUARY 2016 CALENDAR

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

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