

MARCH 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 is closed on March 1st for Town Meeting Day*
- ◆ *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 incorporates a rotating series of topics, ranging from job search skills, professional behavior, networking, finding and using local resources, achieving workplace success, time management, assessing your interests, and much more! Call ahead to find out which topic will be covered.

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.

FEATURED EVENTS

MARCH 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.

MARCH 25th COMPUTER BASICS WORKSHOP 10:00 am-12:00 pm

This monthly 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. The workshop begins with a presentation on computer basics and will conclude with an opportunity for participants to practice what they learned in the Resource Center with guidance from staff.

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

THIS MONTH'S FEATURE: the WIOA Youth Program

Are you between **14 and 24 years old** and struggling to find and/or retain employment? Want to make a positive change in your life and prepare for a better future? Then you may be eligible for the Vermont Department of Labor's WIOA Youth Program! **The Workforce Innovation & Opportunity Act (WIOA) Youth Program provides teenagers and young adults who are facing barriers to employment with year-round employment and training services and opportunities.**

WIOA Youth can help you find your strengths and talents. We will work with you to provide things like education, training, employment, and supportive services according to your needs and interests.

We welcome participants who may fall into any of these groups: are homeless or a run-away, left high school prior to completion, are low income, on food stamps or other state assistance, are pregnant or parenting, have a disability, are in foster care or aging out of a foster care program, are in the juvenile or adult justice system, or are an English language learner.

Are you interested in participating in the program or learning more about it? Please contact Ed Merrill, our WIOA Youth Case Manager for the Springfield and Brattleboro regions, to have a conversation or to set up an appointment. You can reach Ed at the following numbers: 802-505-5585 (cell), 802-251-0212 (Brattleboro), 802-885-1422 (Springfield), or also via email at edward.merrill@vermont.gov.

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? Please contact us at 802-885-2167 to set up a date and time!

MARCH 2016 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 OFFICE CLOSED Town Meeting Day	2 Job Readiness 8:45-9:30 am	3 Interview Workshop 10:00-11:00 am	4	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	12
13	14	15 Resume Workshop 9:00-10:00 am	16 Job Readiness 8:45-9:30 am	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 Computer Basics 10:00 am-12:00 pm	26
27	28	29 Resume Workshop 9:00-10:00 am	30 Job Readiness 8:45-9:30 am	31 Interview Workshop 10:00-11:00 am		

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