

OCTOBER 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!

♦ Register with us online at www.vermontjoblink.com to search for local jobs or build a resume



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
OFFICE CLOSED DAILY
12:15 TO 1:00

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 and cover letter. Participants will gain the skills needed to create this essential tool for an effective job search.

WEDNESDAYS JOB READINESS 8:45-9:30 am

Job Readiness is a weekly job search group, covering topics such as 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 learn the topic of the week!

THURSDAYS INTERVIEWING SKILLS 9:00-10:00 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

OCTOBER 12th & 26th WIOA ORIENTATION 2:00-3:00 pm

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.

OCTOBER 20th SOUTHERN VERMONT CAREER EXPO 1:00-5:00 pm

Jobseekers, students, and working professionals are welcome to attend the 4th Annual Southern Vermont Career Expo in downtown Brattleboro. See the back of our calendar for details!

OCTOBER 27th COWORX HIRING EVENT 9:00 am-12:00 pm

CoWorx Staffing Services is currently recruiting for over 48 positions at Sturm Ruger in Newport, NH. The positions range from entry level production to skilled positions. Stop by to meet with a representative!

OCTOBER 28th COMPUTER BASICS WORKSHOP 10:00-11:00 am

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 and use email.

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

THIS MONTH'S FEATURE: The Southern Vermont Career Expo



The Fourth Annual Southern Vermont Career Expo, presented by the Windham Workforce Investment Board, will take place on Thursday, October 20th from 1:00 to 5:00 pm in downtown Brattleboro. Attendees will have the opportunity to meet top employers and entrepreneurs, explore career options and job leads, and get advice on career and educational plans. Exhibitors will include over 40 employers in Southeastern

Vermont and the surrounding area, local educational institutions, staffing agencies, and career services providers. Jobseekers, high school and college students looking to explore their career and educational interests, and working professionals looking for their next career move or professional opportunity are encouraged to attend!

Returning this year is the **Career Social**, which will take place following the Expo from 5:30 to 7:00 pm at The Lounge @ 4 High Street in downtown Brattleboro. Any interested individuals are welcome to attend this networking after-party where they will have the opportunity to meet local entrepreneurs and professionals who are on hand to speak about their successes and challenges in Southern Vermont.

The event will be held in downtown Brattleboro at the **Brooks House Atrium and the Robert H. Gibson River Garden**. For more information on the event and a list of exhibitors, please visit VermontCareerExpo.com or Facebook.com/WindhamWIB/events.

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!

OCTOBER 2016 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 Resume Workshop 9:00-10:00 am	5 Job Readiness 8:45-9:30 am	6 Interview Workshop 9:00-10:00 am	7	8
9	10	11 Resume Workshop 9:00-10:00 am	12 Job Readiness 8:45-9:30 am WIOA Orientation 2:00-3:00 pm	13 Interview Workshop 9:00-10:00 am	14	15
16	17	18 Resume Workshop 9:00-10:00 am	19 Job Readiness 8:45-9:30 am	20 Interview Workshop 9:00-10:00 am Career Expo 1:00-5:00 pm	21	22
23 30	24 31	25 Resume Workshop 9:00-10:00 am	26 Job Readiness 8:45-9:30 am WIOA Orientation 2:00-3:00 pm	27 Interview Workshop 9:00-10:00 am CoWorx 9:00 am-12:00 pm	28 Computer Basics 10:00-11:00 am	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.