

SEPTEMBER 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 **Monday, September 5<sup>th</sup> 2016**

◆ Register with us online at [www.vermontjoblink.com](http://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  
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

### SEPTEMBER 14<sup>th</sup> & 28<sup>th</sup> 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.

### SEPTEMBER 15<sup>th</sup> 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 more skilled positions. They are currently offering a sign-on bonus and there is a travel stipend available for employees who commute a certain distance. Stop by to meet with a representative and fill out an application in the Resource Center!

### SEPTEMBER 23<sup>rd</sup> 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: 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? Please contact us at 802-885-2167 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.
4. Visit the occupations section on [www.vtlmi.info](http://www.vtlmi.info) for examples of specific language for the industry in which you are applying.
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; then add: 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 2016 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Interview Workshop 9:00-10:00 am	2	3
4	5 <b>OFFICE CLOSED</b>	6 Resume Workshop 9:00-10:00 am	7 Job Readiness 8:45-9:30 am	8 Interview Workshop 9:00-10:00 am	9	10
11	12	13 Resume Workshop 9:00-10:00 am	14 Job Readiness 8:45-9:30 am WIOA Orientation 2:00-3:00 pm	15 Interview Workshop 9:00-10:00 am	16	17
18	19	20 Resume Workshop 9:00-10:00 am	21 Job Readiness 8:45-9:30 am	22 <b>CoWorx</b> 9:00-12:00 pm Interview Workshop 9:00-10:00 am	23 Computer Basics 10:00-11:00 am	24
25	26	27 Resume Workshop 9:00-10:00 am	28 Job Readiness 8:45-9:30 am WIOA Orientation 2:00-3:00 pm	29 Interview Workshop 9:00-10:00 am	30	

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