

Brattleboro & Springfield Career Resource Centers

Resources
&
Events



December 2017

Walk-In Resources

- Equipment and Materials for Your Job Search
 - Computers & High Speed Internet
 - Copy & Fax
 - Paper & Supplies
- Trained Staff to Assist in Your Career Planning
- 100s of Area Job Postings
- Veteran Priority of Service

Career Resource Centers

All Services are Free and Open to the Public

Monday – Thursday
7:45am to 4:30pm

Fridays
9:45am to 4:30pm
Closed Daily
12:15 to 1:00pm for lunch

Visit us online

www.vermontjoblink.com

www.labor.vermont.gov

Job Search Checklist

Use this list to help you gather information needed for your job search.

Do you have...

- _____ 1. Accurate employment history, including all:
 - Company names, addresses, and phone numbers
 - Start and end work dates (month and year - exact day if known)
 - Start and end wages (both hourly and weekly)
 - Names of supervisor(s)
 - Your job titles and descriptions
 - Reasons for leaving?
- _____ 2. Education history, including name and address of all schools you attended and the degree(s) you obtained?
- _____ 3. A resume?
- _____ 4. A cover letter?
- _____ 5. A list of references, which includes names, addresses, and phone numbers as well as the number of years that you have been acquainted?
- _____ 6. A list of any training, certifications, and/or awards you may have had?

Our offices will be opening at 11:00 am on Friday, December 15, 2017

Our offices will be closed to observe the holiday on Monday, December 25, 2017

Regional Career Resource Centers

Brattleboro

232 Main Street, Room 132, Brattleboro, VT 05301 (802) 254-4555

Springfield

56 Main Street, Suite 101, Springfield, VT 05156 (802) 289-0999

Brattleboro & Springfield

Career Resource Centers Workshops & Events – December 2017

Hiring Events:	<ul style="list-style-type: none"> • <i>Soundview Paper will be at the Brattleboro office for a hiring event on Thursday December 21st 2-4pm</i> 	Hiring events are scheduled by employers. Contact your local Career Resource Center or visit www.vermontjoblink.com to see the list of upcoming hiring events in Vermont
Resume & Cover Letter Writing Workshop <i>*Pre-registration required</i>	<ul style="list-style-type: none"> • Learn to write effective resumes and cover letters along with proper use of these documents in your job search 	<p>Brattleboro Every Friday in December 2:00pm to 3:00pm</p> <p>Springfield Monday, December 4th and 18th 10:00am to 11:00am</p>
Interviewing Skills Workshops <i>*Pre-registration required</i>	<ul style="list-style-type: none"> • Prepare for your next interview with this in-depth review of interviewing • Practice answering difficult questions and learn how to present yourself in a positive way 	<p>Brattleboro Every Friday in December (no workshop on 12/15) 10:00am to 11:00am</p> <p>Springfield Monday, December 11th 10:00am to 11:00am</p>
Job Readiness Series	<ul style="list-style-type: none"> • Weekly job search group covering a variety of job search related topics • Discuss employment opportunities available in the area 	<p>Brattleboro Wednesdays: 9:00am to 10:00am</p> <p>Springfield Wednesdays: 8:45am to 9:30am</p>
	<p style="text-align: center;">Mapping Out the CRC</p> <p style="text-align: center;">Effective Job Search Strategies</p> <p style="text-align: center;">Preparing for a Job Fair</p> <p style="text-align: center;">Online Job Applications</p>	<p>December 6th</p> <p>December 13th (Brattleboro Office only)</p> <p>December 20th</p> <p>December 27th</p>
WIOA Adult Training Program Orientation <i>*Pre-registration required</i>	<ul style="list-style-type: none"> • Learn about opportunities to take classes, earn a certificate or train on the job • Have your questions answered about WIOA and enrollment <i>**based on eligibility</i> 	<p>Wednesdays: 2:00 to 3:00pm</p> <p>Brattleboro December 6th and 20th</p> <p>Springfield December 27th</p>
WIOA Youth Training Program Orientation <i>*Orientations by Appointment Only</i>	<ul style="list-style-type: none"> • Learn about the WIOA program for youth and young adults • Explore opportunities for training in the classroom or on the job • Plan your next steps and enrollment <i>**based on eligibility</i> 	<p>Brattleboro: Ed Merrill Cell: (802) 505-5077 Edward.merrill@vermont.gov</p> <p>Springfield: Noreen Lake Cell: (802) 249-1354 Noreen.lake@vermont.gov</p>

All Services are available as walk-in unless otherwise noted