

Brattleboro & Springfield Career Resource Centers

Resources
&
Events



July 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
- 100's 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

Please Note: Our Offices will be **CLOSED** on **Tuesday, July 4th** in observance of **Independence Day**

Visit us online

www.vermontjoblink.com

www.labor.vermont.gov

This Month's Feature: *Professional References*

A **Professional Reference** is a recommendation from a person who can vouch for your qualifications for a job. It is standard for a business to contact at least 3 references as part of their applicant screening process.

A professional reference is typically a former employer, a colleague, a client, or a supervisor. Recent students might also ask professors, coaches, and advisors. The key is picking references who have observed you acting in a productive capacity and know your skills.

Reference Tips:

- List your references on a separate sheet of paper – not as part of your resume. Your resume is to help you get an interview. The references are for follow up after your interview.
- Think carefully about who you choose to avoid the possibility of a negative reference.
- Out of courtesy, be sure to let your references know they may be contacted.
- Ensure you have up to date contact information for all your references.
- Select references who can speak to your skills, knowledge and accomplishments.
- Avoid references who are too personal – employers want to know primarily about your work skills.



Regional Career Resource Centers

Springfield

56 Main Street, Suite 101, Springfield, VT 05156 (802) 885-2167

Brattleboro

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

Brattleboro & Springfield Career Resource Centers

Workshops & Events - July 2017

Hiring Events	<ul style="list-style-type: none"> • Opportunities to interview with local businesses and employment agencies in our offices 	<p>Hiring events are scheduled by employers. Contact your local Career Resource Center of visit www.vermontjoblink.com to see the list of upcoming hiring events in Vermont.</p>
Resume & Cover Letter Writing Workshop <i>*Pre-registration required</i>	<p>Learn to write effective resumes and cover letters along with proper use of these documents in your job search</p>	<p>Brattleboro Fridays: 2:00pm to 3:00pm</p> <p>Springfield Tuesdays: 9:00am to 10:00am</p> <p>No Workshop on Tuesday, July 4th</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 the interview process • Practice answering difficult questions and learn how to present yourself in a positive way. 	<p>Brattleboro Fridays: 10:00am to 11:00am</p> <p>Springfield Thursdays: 9:00am to 10:00am</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>July Special Topics</p> <hr/> <p>Utilizing Your Network</p> <p>Exploring Local Resources</p> <p>Time Management</p> <p>Conflict Resolution</p>	<p>July 5th</p> <p>July 12th</p> <p>July 19th</p> <p>July 26th</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>Every Wednesday: 2:00 to 3:00pm</p> <p>Brattleboro July 5th and 19th</p> <p>Springfield July 12th and 26th</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>Contact: Ed Merrill WIOA Youth Case Manager Cell: (802) 505-5585 Edward.merrill@vermont.gov Brattleboro: (802) 251-0212 Springfield: (802) 885-1422</p>
Veteran Representative <i>*Pre-registration encouraged</i>	<ul style="list-style-type: none"> • The D.V.O.P. program provides intensive services to meet the employment needs of disabled and other eligible veterans 	<p>Contact our Career Resource Centers to schedule an appointment</p> <p>Springfield: (802) 885-2167 Brattleboro: (802) 254-4555</p>

All Services are available as walk-in unless otherwise noted