

JUNE 2017

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 jobs, build a resume, and more!



**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 a variety of job search related topics and discussing employment opportunities available in the area. Eight rotating topics are covered. **This month's topics:**

June 7th: Workplace Success • June 14th: Mapping Out the Career Resource Center

June 21st: Effective Job Search Strategies • June 28th: Interest Assessments

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

JUNE 6th VETERAN'S REP OFFICE HOURS 10:00 am-2:00 pm

Veterans are encouraged to call us at 802-885-2167 to set up a time to meet with the Springfield Career Resource Center's local Veteran's Rep, Ann Marie McCallum. Ann Marie provides intensive services to meet the employment needs of disabled and other eligible veterans, including those who are economically or educationally disadvantaged, homeless, or have other severe barriers to employment.

JUNE 28th 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.

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

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!

THIS MONTH'S FEATURE: the thank you note

Sending a thank you note after an interview is always a good idea and can make you stand out from other candidates. The note does not have to be long and can be sent via regular mail or email, depending on what you think is appropriate for that particular employer. **Here is an example of a basic thank you note:**

Dear (insert name);

Thank you for your time and consideration during my interview for the (position title) on (date of interview).

I am confident that I can handle the responsibilities of the job and would like you to consider me as a serious applicant. (re-iterate your skills, qualifications, etc.).

I look forward to hearing from you in the near future. Please feel free to call me at (your number) or email me at (your email) should you require any further information from me.

Sincerely,

Your Name (handwrite if the letter is printed)
(Your Name)

JUNE 2017 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Interview Workshop 9:00-10:00 am	2	3
4	5	6 Resume Workshop 9:00-10:00 am DVOP Office Hours 10:00 am-2:00 pm	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	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 Interview Workshop 9:00-10:00 am	23	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	

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