

MARCH 2015

Calendar of Events

All workshops are free and open to everyone. Please sign up in advance. Space is limited so reserve yours today!

Call us today at
802-885-2167

◆ We will be closed on Tuesday, March 3rd for Town Meeting Day.

◆ Register with us at 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

WEEKLY WORKSHOPS

MONDAYS INTERVIEWING SKILLS 9:00am-10:00am

Our Interviewing Skills workshop prepares job seekers for all aspects of the interview process, from how to prepare, how to answer difficult questions, all the way to how to best follow up after the interview.

TUESDAYS RESUME WRITING 9:00am-10:00am

This workshop is designed to help job seekers learn how to write an effective resume. Participants will gain the skills and knowledge needed to create this essential tool for an effective job search.

TUESDAYS COMPUTER BASICS 2:00pm-3:00pm

This workshop is designed for those who are new to using computers, introducing participants to the basic components of a computer and showing them how to conduct a basic job search.

WEDNESDAYS JOB READINESS 8:30am-9:30am

Participants in this workshop can learn how to find and use local resources, keep their job search organized, tap into the hidden job market, complete successful job applications, and much more!

FEATURED EVENTS

MARCH 2 LEDDY GROUP HIRING EVENT 9:00am-12:00pm

Come meet with a representative from Leddy Group Staffing Services for an on-the-spot interview!

MARCH 12 ADVANCE AUTO PARTS HIRING EVENT 10:00am-1:00pm

Advance Auto Parts will be opening a store in Springfield this May. They are looking to hire Salespeople and Drivers. Come to this hiring event to meet with a representative!

MARCH 18 VSAC INFORMATION SESSION 12:00pm-12:30pm

Come and learn about what VSAC can offer Vermont adults looking to further their education.

MARCH 4 & 18 WIA ORIENTATION 2:00-3:00pm

If you are interested in the training options that are available through the Workforce Investment Act, sign up for our WIA Orientation today! Call us at 802-885-2167 or ask at the front desk for more information.

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? Contact us at 802-885-2167 or labor-vjl.springfield@state.vt.us to set up a date and time!

THIS MONTH'S FEATURE: The Governor's Career Ready Certificate Program at CCV

Through a partnership with the Department of Labor, the Community College of Vermont in Springfield will be offering the Governor's Career Ready Certificate Program. This **free** program will teach individuals the skills needed to be successful in the workplace, focusing on those most requested by Vermont employers. There are six components to the course: computer skills, work ethic, teamwork, applied math, reading for information, and locating information.

Once students complete the course, they are eligible for two certificates: the National Career Readiness Certificate and the Governor's Career Ready Certificate. Additionally, students may earn three college credits, depending on their score after completing the program.

The course will be offered beginning March 18 and ending May 6, 2015. Classes will take place on Mondays and Wednesdays from 9:30 am to 12:30 pm. On average, students will have around 3-6 hours of homework per week, and should have access to a computer and the internet at home or in the community outside of class hours.

Those interested in participating can attend an information session at CCV on March 10 from 10 to 11 am. Students can enroll online at www.ccv.edu/career by March 13.

MARCH 2015 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Interview Workshop 9:00-10:00 am Ledy Group 9:00am-12:00 pm	3 Town Meeting Day OFFICE CLOSED	4 Job Readiness 8:30-9:30 am WIA Orientation 2:00-2:30 pm	5	6	7
8	9 Interview Workshop 9:00-10:00 am	10 Resume Workshop 9:00-10:00 am Computer Basics 2:00-3:00 pm	11 Job Readiness 8:30-9:30 am Cowork 10:00 am-2:00 pm	12 Advance Auto Parts 10:00 am-1:00 pm	13	14
15	16 Interview Workshop 9:00-10:00 am	17 Resume Workshop 9:00-10:00 am C&S Wholesale Grocers 9:00-11:00 am Computer Basics 2:00-3:00 pm	18 Job Readiness 8:30-9:30 am VSAC Info Session at CCV 12:00-12:30 pm WIA Orientation 2:00-3:00 pm	19	20	21
22	23 Interview Workshop 9:00-10:00 am	24 Resume Workshop 9:00-10:00 am Computer Basics 2:00-3:00 pm	25 Job Readiness 8:30-9:30 am	26	27	28
29	30 Interview Workshop 9:00-10:00 am	31				

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