

JANUARY 2015

Calendar of Events

All workshops are free and open to the public.

Please sign up in advance.

Space is limited so call to pre-register today!

802-254-4555

◆ Register with us at
www.vermontjoblink.com



CAREER
RESOURCE CENTER
232 MAIN STREET
BRATTLEBORO, VT
05301

OFFICE HOURS:
MONDAY-THURSDAY
7:45 TO 4:30
FRIDAY
9:45 TO 4:30

This office will be closed on Friday, January 1st for the New Year Holiday and Monday the 18th for Martin Luther King Jr. Day

WEEKLY WORKSHOPS

MONDAYS - RESUME WORKSHOP 2:00 PM-3:00 PM

Learn how to best express your skills in a resume. If you have never written one, or have been writing them for years, all are welcome to attend. The workshop is followed by an opportunity to work together with our staff in the Career Resource Center on your resume.

WEDNESDAYS - JOB READINESS -WEEKLY JOB SEARCH GROUP 9:00 AM-10:00 PM

Participants in this group will 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! Each week covers a different topic. Participants are encouraged to attend multiple weeks to enhance their job search.

THURSDAYS, JAN 7th & 21st - INTERVIEW WORKSHOP 2:00 PM-3:00 PM

Learn how to prepare for your next interview and look your best! We will cover everything from answering difficult questions to how to follow up after the interview is over. Leave this workshop feeling more confident and prepared for your next interview.

FEATURED EVENTS

Wednesdays, January 6th & 20th

WIOA ORIENTATION 2:00 PM-3:00 PM Workforce Innovation and Opportunity Act

Interested in VDOL's training program? Looking for opportunities to take classes, earn a certificate or train on the job? Come to the WIOA Program Orientation for more information about options you may qualify for! **Call us at (802) 254-4555 to pre-register.**

What does the Career Resource Center Offer?

- ◇ Six 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 on continuing education

Are you an employer interested in holding a hiring event in our office?

Contact us at 802-254-4555 or labor-vjl.brattleboro@state.vt.us

THIS MONTH'S FEATURE:
Hi-Tec training program in Rutland

No experience required! Apply online at www.vthitec.org before January 21, 2016!!

Start your career as a Certified Medical Coder with PRECYSE
Ten weeks of core education at no cost. You will learn:

- Medical Terminology
- Anatomy and Physiology
- Pathophysiology
- Medical Coding & Billing
- CPR Certification and more...

STUDENTS WHO PASS THE AAPC CPC EXAM AND SUCCESSFULLY COMPLETE THE 10 WEEK CORE EDUCATION ARE GUARENTEED EMPLOYMENT WITH PRECYSE

Starting wages:

\$15/hr after successfully passing CPC exam

\$17/hr after 6 months

For additional information, visit vthitec.org

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 Office Closed Holiday
4 Resume Workshop 2:00pm	5	6 Job Readiness 9:00am-10:00am WIOA Orientation 2:00pm-3:00pm	7 Interviewing Workshop 2:00 pm	8
11 Resume Workshop 2:00pm	12	13 Job Readiness 9:00am-10:00am	14	15
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25 Resume Workshop 2:00pm	26	27 Job Readiness 9:00am-10:00am	28	29