

Snagless Job Searching - The Inside Scoop



Monday, May 9, 7 p.m.

Dr. Marcia LaReau, motivational speaker and President of *Forward Motion*, will cover the topics:

- ⇒ Job search processes: Finding what works
- ⇒ Making friends with the black hole: Partnering with technology
- ⇒ Appealing to recruiters, human resource professionals, and hiring managers
- ⇒ Self perceptions: Helps and hurts
- ⇒ Interviewing: Strategies that work
- ⇒ Staying motivated

Computer Classes

To register, call the Adult Information Desk at 860-665-8700.

Classes will be offered in:
Word, Excel, PowerPoint, Mail Merge, LinkedIn, Basic Computers, and Email.

The Other Side of the HR Desk: How you Can Stand Out From the Crowd

Monday, June 6, 7 p.m.

Andrea Eselunas, Manager of Talent Acquisition at UnitedHealth Group, will be the speaker. Discover how you can stand out from others by how you write your resume, look for jobs and utilize social networking sites like *LinkedIn*. Here is your chance to speak with someone who has been in the recruiting industry for over 8 years. Learn what employers look for, how they find it and what you need to do during the interview process to stand out.



The programs begin at 7 p.m. If you want to arrive early to meet your fellow job seekers and to commiserate and support one another, the room will be open. Arrive at 6:30 p.m. to talk and enjoy some light refreshments.

95 Cedar Street, Newington, Connecticut 06111-2645
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<http://www.newingtonct.gov/library>

On the Road to ...



Check out these free
programs and events

@

Lucy Robbins Welles
LIBRARY

See inside for further details about....

- ⇒ **Effective Resume and Cover Letter Design**
- ⇒ **Steering the Job Interview and Negotiating Your Salary**
- ⇒ **LinkedIn for Beginners**
- ⇒ **Retooling for a New Career**
- ⇒ **Snagless Job Searching - The Inside Scoop**
- ⇒ **The Other Side of the HR Desk: How You Can Stand Out From the Crowd**
- ⇒ **JobNow, Live Job Assistance**
- ⇒ **Learning Express, Computer Tutorials and Practice Tests**
- ⇒ **Universal Class, Online Continuing Education Classes from home**
- ⇒ **Computer Classes**

Effective Resume and Cover Letter Design

Monday, January 10, 7 p.m.

Participants will learn how to create an employer-focused resume that generates interviews. You will receive strategies to make your resume stand out from the competition. Topics will include: writing a concise and effective summary; developing a core skills table; identifying and promoting your achievements; and incorporating reference excerpts. Techniques for writing targeted cover letters will also be addressed. This class is not recommended for people who want to make a career change.

Individual appointments for resume critiques will be available **January 18** from 12:30 p.m.– 4:30 p.m. with Mr. Ross Primack from the CT Department of Labor. Call 860-665-8700 to set up a 1/2 hour appointment.



Registration is required for all programs. Call the Adult Information Desk at 860-665-8700. Programs sponsored by the Friends of the Library

Steering the Job Interview and Negotiating Your Salary

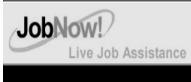


Monday, February 7, 7 p.m.

Participants will learn techniques for clearly and concisely promoting themselves during a job interview. Strategies for handling traditional, behavioral and stress interview questions will be discussed. Topics will also include: formulating a presidential message; avoiding pitfalls; handling the #1 elimination question; closing the interview for impact; and drafting an employer-focused thank you letter. The class will also provide strategies for handling salary negotiations, including postponing salary questions without being screened out before the interview.

Individual appointments for interview tips and practice will be available **February 15** from 12:30 p.m.– 4:30 p.m. with Mr. Ross Primack from the CT Department of Labor. Call 860-665-8700 to set up a 1/2 hour appointment.

JobNow, Live Job Assistance



Available for Newington residents from our home page. Online chat for job hunters. Personality and career assessments, resume writing, resume analysis, live interview coaching and interview tips.

LinkedIn for Beginners

Monday, March 7, 7 p.m.

Networking has always been the most productive and quickest way to find jobs. Prior to the technology available to us today, effective networking required hours of preparation, including numerous phone calls. The principles of networking are the same, but *LinkedIn* has streamlined the process as well as the comfort level. In this class, participants will learn the basics of setting up a *LinkedIn* account. Topics will include: critical profile information; search engine optimization through specialties; networking and recommendation etiquette; applications; utilizing expertise; and growing your network by joining groups. This class is not recommended for people who have a basic knowledge of *LinkedIn*.



Universal Class Take Online Classes

Available for Newington residents from our home page. Select from over 540 online courses, earn CEUs, communicate with fellow students and your teacher, all online!

Retooling for a New Career



Monday, April 4, 7 p.m.

Are you thinking about changing careers or getting additional training in your current career? Join us as representatives from Porter & Chester Institute, Manchester Community College, Goodwin College, Lincoln Technical Institute and New Horizons Computer Learning Center discuss the programs they offer in today's fastest growing career fields. The workshop will also focus on the opportunities and services available for returning adult students and career changers. Information will be provided on financial aid possibilities. Is it time for a career change? Come discover what these schools have to offer.

Computer Tutorials and Practice Tests

LEARNINGEXPRESS



Available for Newington residents from our home page. Includes Microsoft Office tutorials and practice tests.