



CT Works  
Main Street  
Hartford, CT 06120  
860-256-3673  
www.ctworks.state.ct.us

### Workshop Description

**Workshop Description:** Create your own resume by a Certified Resume Writer. Work through each section of resume and learn basic typing skills in a small group size. Held on a regular basis.

**Resume Basics workshop:** Gain a preliminary understanding of resume writing. You must contact the workshop coordinator to be enrolled.

# February 2010

*Registration is required for these free seminars*

| MON  | TUES  | WED  | THURS  | FRI |
|--|---|--|--|-----|
| 1<br>Dislocated Worker Orientation 10:00 - 11:00   | 2<br>Health Careers Orientation 10:00 - 12:00<br>Resume Basics 1:30 - 3:30            | 3<br>Job Search Strategies 9:30 - 11:30<br>Advanced Resume 1:00 - 4:00                   | 4<br>Interviewing Techniques 9:30 - 11:30<br>Create a Resume 1:00 - 4:00         | 5   |
| 8<br>Money Matters 9:30 - 11:30<br>WIA Orientation 10:00 - 11:00<br>Veterans Orientation 1:00 - 3:00 | 9<br>Breaking into the High-Tech Workforce 8:30 - 10:30<br>Resume Basics 9:30 - 11:30 | 10<br>Interviewing Techniques 9:30 - 11:30<br>Small Business Concepts part 1 1:00 - 4:00 | 11<br>Create A Resume 9:00 - 12:00<br>Small Business Concepts Part 2 1:00 - 4:00 | 12  |
| 15<br><b>OFFICE CLOSED</b>   | 16  | 17   | 18<br>Dislocated Worker Orientation 2:00 - 3:00                                  | 19  |
| 22<br>WIA Orientation 10:00 - 11:00<br>Veterans Orientation 1:00 - 3:00                              | 23<br>Interviewing Techniques 9:30 - 11:30<br>Resume Basics 1:30 - 3:30               | 24   | 25<br>Create A Resume 9:00 - 12:00   | 26  |
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**OFFICE CLOSED**