

Hartford CT Works  
3580 Main Street  
Hartford, CT 06120  
(860)256-3673  
www.ctdol.state.ct.us

**Workshop Description**

**Create A Resume:**  
Create your own resume assisted by a Certified Professional Resume Writer.

Work step by step through each section of the resume. Basic typing skills required. Limited group size, held in computer lab.

**Prerequisite:**  
attendance at Resume Basics workshop or rudimentary understanding of resumes. You must contact the workshop facilitator to be enrolled.

| MON  | TUES   | WED  | THURS   | FRI |
|--|--|--|---|-----|
| 1<br>Dislocated Worker Orientation<br>10:00 - 11:00  | 2<br>Health Careers Orientation<br>10:30 - 12:30<br><br>Job Search Strategies 1:30 - 3:00    | 3<br>Job Search Strategies 9:30 - 11:30  | 4   | 5   |
| 8<br>Money Matters 9:30 - 11:30<br><br>WIA Orientation 10:00 - 11:00<br><br>Veterans Orientation | 9<br>Breaking into the High-Tech Workforce<br>8:30 - 10:30<br><br>Resume Basics 9:30 - 11:30 | 10   | 11  | 12  |
| 15<br>Dislocated Workers Orientation<br>10:00 - 11:00  | 16<br>Resume Basics 9:30 - 11:30   | 17   | 18  | 19  |
| 22<br>WIA Orientation 10:00 - 11:00<br><br>Veterans Orientation<br>1:00 - 3:00                   | 23<br>Interviewing Techniques 1:30 - 3:30<br><br>Resume Basics 1:30 - 3:30                   | 24<br>Myers Briggs Type Indicator Part1<br><i>(You must register for both parts)</i><br>9:00 - 12:00 | 25<br>Myers Briggs Type Indicator Part 2<br><i>(You must register for both parts)</i><br>9:00 - 12:00 | 26  |
| 29<br>Dislocated Workers Orientation<br>10:00 - 11:00  | 30<br>Job Search Strategies 1:30 - 3:30  | 31   |   |     |