



## Career Series

Fairfield  
Public  
Library

You belong here!



# Jobs: Back to Work

## September - December 2016

**(R)** Indicates advance registration is required. Doors open 30 minutes early for informal networking. All events take place at the Main Library. We thank the professionals who give generously of their time and expertise to make this series possible.

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### One-on-One Career Counseling (R)

The Main Library hosts 20-minute, one-on-one career counseling sessions with a career coach. Bring your resume and your questions. Same-day sign up is available at the Information Desk or call 203-256-3160. First come, first served; space is limited.

**Every Thursday, 10:45 AM - 2:00 PM**

**First Monday, 10:00 AM - 1:30 PM**

**(September 12, October 3, November 7, December 5, and January 9)**

**STUDY ROOM D**

**Counselor:** *Ann Wright has corporate HR experience with an extensive range of industries and has served as Assistant Director of Career Development at Yale School of Management MBA program. She has provided one-on-one counseling for hundreds of clients at Fairfield Public Library and in her private practice.*

**Check in at the Information Desk.**

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### Job Search Boot Camp

This tactical program targets a different set of job search skills and strategies each week. Pick up tips on interviewing, networking, and resumes; something new each week. *Registration is not required but the programming starts promptly at 9:15.*

**Thursdays**

**9:15 - 10:30 AM**

**Memorial Room**

**Facilitator:** *Ann Wright*

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### Join our Group on LinkedIn

The Library sponsors an online group on LinkedIn.com where we post updates on Library events for job seekers, job search tips, and information from area companies looking to fill positions. Join LinkedIn and search "Groups" for the "Fairfield Public Library Networking Group and Job Search Boot Camp."

**Programs continue on back >>>**

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## Boost Your Network and Crush Every Interview! Networking and Interviewing Master Class (R)

Have you ever wished you could find a way to meet with a hiring manager, wanted to ace your interview, or sought to stand out from other talented candidates for a dream job?

Andrew Malkin has worked for and interviewed with start-ups, medium-sized businesses and Fortune 500 companies. These include RR Donnelley, Google, Amazon, LinkedIn, Boston Consulting Group, IBM, Twitter, McKinsey and others. In this Networking and Interviewing Master Class, he will help you discover how to foster and grow your network using the “Dead Mouse” concept, ace an interview using the SOAR method when answering questions, differentiate yourself from other talented candidates by creating a Personal Marketing Plan. Andrew will also touch on thank you notes, types of interviews as well as questions to ask the hiring manager for the first time job hunter or the mid-career executive.

**Thursday, September 22, 7:00 PM**

Rotary Room, Main Library

**Presenter:** Andrew Malkin is a Strategic Account Executive at Salesforce Marketing Cloud focusing on leading consumer and retail brands. He spent over 15 years in trade and book magazine publishing in sales & marketing roles before pivoting to digital media, content marketing and enterprise software. He holds a BA from The University of Vermont and an MBA in Marketing and Strategy from Kellogg/Northwestern.

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## ABCs of an Effective Job Search (R)

ABCs will cover how to use the Internet to search for job openings, how to deal with employment agencies, benefits/ downsides of temporary work, resume writing skills, how to make your resume stand out. Interview skills include how to prepare, how to act on an interview, how to dress, and how and when to follow-up.

**Tuesday, October 11, 7:00 PM**

Rotary Room, Main Library

**Presenter:** Maryann Donovan is the president and owner of Impact Personnel, which she founded in 1989. The company places permanent, temporary and contract staff in Human Resources, Sales, Marketing and Administrative positions. Maryann is a graduate of Fairfield University where she has been an Alumni Board director, and belongs to the prestigious Women Presidents’ Organization.

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## Job Search Mythstakes: What Really Works An Updated Statistical Breakdown of Where New Jobs Come From (R)

Enumerating where jobs actually come from with extended exploration of the three most productive areas: networking, former colleagues and volunteering. Additional emphasis on underutilized avenues, e.g. professional associations, alumni groups, alumni placement departments—with explanation and examples. Handouts include job seekers scoresheet, pie chart representing sources of filled positions, and document with list of activities supporting pie chart statistics.

**Tuesday, November 1, 7:00 PM**

Rotary Room, Main Library

**Presenter:** Ann Wright has a background in corporate HR in the private sector, experience in academia (Yale School of Management as Director of Career Development) and 25 years coaching all level of clients. Ms. Wright has been affiliated with Fairfield Public Library since 2011 as a career coach and facilitator of Job Search Boot Camp.

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## Critiquing LinkedIn Profiles (R)

Have all your questions answered - Get your professional profile critiqued by a LinkedIn expert. One-on-one 30-minute personalized critique based on your goals. Learn how you can enhance your Professional Headline, Summary, Skills, and Experience to grab the attention of employers and more! This program has been so successful in past seasons, we’ve added a second day.

**Registration required.** Contact: Paul Fedor, CPRW, CT Department of Labor, (203) 455-2719, paul.fedor@ct.gov

**Friday, November 18, 10:00 AM - 3:00 PM**

**Friday, December 9, 10:00 AM - 3:00 PM**

Rotary Room, Main Library

**Presenter:** Paul Fedor a career counselor from the CT Department of Labor

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## Resumes that Rock! Beat the Competition With Your Resume (R)

Resumes that Rock focuses on three areas - removing missteps, adding great content, and infusing your document with style. The key to attracting recruiters and hiring managers is to convey value immediately. This means removing hindrances, focusing on achievements and skills, and delivering your document in an attention-getting package.

Key takeaways:

- 1) What you need to leave off your resume, and why
- 2) Techniques for developing a professional brand
- 3) Using the CAR approach to unearth your achievements

**Monday, December 12, 7:00 PM**

Rotary Room, Main Library

**Presenter:** Annette Richmond, principal of career intelligence Resume Writing & Career Services, is a Certified Resume Writer, Certified LinkedIn Profile Writer, and former recruiter. Her career advice has been featured in notable media outlets including Monster, Vault, Business Insider, Forbes, The Chicago Tribune, The Huffington Post, and The Wall Street Journal. Most recently, her work was selected for Resumes For Dummies (August 2015).

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Fairfield  
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You belong here!

All programs are free and open to the public. Limited seating.

**Register** online at [www.fairfieldpubliclibrary.org](http://www.fairfieldpubliclibrary.org), or call 203-256-3160.

### Main Library

1080 Old Post Road  
Fairfield, CT 06824

### Fairfield Woods Branch

1147 Fairfield Woods Road  
Fairfield, CT 06825

