

December Programs for Job Seekers at the Greater Portland CareerCenter

Job Fair and Health Care Career Fair with Cumberland and York County Employers on Dec. 2 and 3.

PORTLAND-The Greater Portland CareerCenter announces December programs for job seekers and those who are considering training for a new career.

"We have over 9,000 jobs listed this month on Maine's Job Bank," said Governor Paul R. LePage. "Mainers looking for work should visit our CareerCenters for no-cost assistance. The staff can help you register and use the Job Bank in your job search, write a proper resume, and prepare for the job interview. I encourage you to visit your local CareerCenter to find the workshops that meet your needs."

Events are held at the Greater Portland CareerCenter, located at 151 Jetport Boulevard in Portland, unless otherwise noted. Maine veterans receive priority of service in all CareerCenter programs.

Greater Portland CareerCenter Job Fair: Wednesday, Dec. 2, noon to 3 p.m.

Employers from both Cumberland and York county will be available to accept resumes, interview and provide listings of open position. Come dressed for success and bring copies of your resume!

Greater Portland CareerCenter Health Care Career Fair: Dec. 3, noon to 3 p.m.

Health Care providers from both Cumberland and York County will be recruiting for open positions in the health care industry. Candidates should bring copies of their resume and dress for success. These employers are ready to hire now!

Gateways to Employment: Tuesdays, Dec. 1, 8, 15, 22 and 29, 1 to 4 p.m.

Topics include assessing individual abilities, interests and skills, discovering the unadvertised job market, cover letter tips, job search strategies, and other resources for job seekers. Contact Senja St. John at 207-822-3347.

Unemployed Professional Group: Tuesdays, Dec. 1, 8, 15, 22 and 29, 8:30 a.m. to noon

Offers real-time networking, professional advice, current information as to what employers are looking for in resumes, and invitations to networking events and contacts with the "hidden" job market. Open to the public; no registration required.

Resume and Cover Letter Workshops: Friday, Dec. 4, 9 to 11 a.m.

Learn how to write a dynamic resume, promoting and targeting your qualifications to directly match the employer's needs. Insure that your resume and cover letter make the best first impression to employers.

Re-Employment Assistance - I: Dec. 3, 10, and 17, 9 a.m. to 1 p.m.

This mandatory workshop for unemployment claimants offers job search tips and resources. For more information contact Chris Sawyer at 207-822-3321

Re-Employment Assistance - III: Fridays, Dec. 4, 11 and 18

This workshop is a follow up to REA I and is a mandatory workshop for unemployment claimants. Contact Chris Sawyer at 207-822-3321 for more information.

Job Interview Workshop: Fridays, Dec. 18, 9 to 11 a.m.

Job seekers will learn how to emphasize your strengths and motivate employers to want to hire you. How to make a great first impression to employers.

Vocational Rehabilitation (VR) Orientation: Wednesdays, Dec. 2, 16 and 30, 9 to 11 a.m.

This program provides persons with disabilities information and services to overcome barriers to employment. Assistance with job search and job placement are also discussed.

Career Exploration Workshop (CEW): Dec. 7 and 8

Open to VR clients to assist in exploring a variety of career paths.

Essentials of College Planning for Adults: Tuesdays, Dec. 1, 8, 15 and 22

Attendance is by appointment only. You will discuss college and trade schools in our region, entrance requirements, readiness and transitional issues, admission issues and financial aid. Please contact Randi Pane 1-800-281-3703 to attend.

The Greater Portland CareerCenter is part of a new, two-story, 75,000 square foot facility, co-located with the Department of Health and Human Services and future state agencies, that opened on January 26, 2015. The new facility offers a high-tech information center and computer lab for job seeking, resume writing, and applying for jobs, and spacious conference rooms and interview rooms to host workshops, job fairs, and individualized employer recruitments.

The CareerCenter is a stop on Portland Metro Route 5 and is located just off Exit 46 of the Maine Turnpike, and offers free parking. The CareerCenter is open 8 a.m. to 5 p.m., Monday through Friday. More information is available on the CareerCenter website, <http://www.mainecareercenter.com> or by calling 822-3300 (TTY users call Maine Relay 711).

CareerCenters, part of the Maine Department of Labor, offer a variety of services to help people find employment or upgrade skills. Each center provides several public-access computer workstations with Microsoft Office software, resume writing and cover letter software, Internet access and O'Net software for skills assessment. All CareerCenter services are free of charge.

Maine CareerCenters are an equal opportunity provider. Auxiliary aids and services are available upon request to individuals with disabilities.