



Tennessee Career Center @University Avenue (UA)
 1610 University Avenue
 Knoxville, TN 37921
Phone: (865) 594-5500
 Fax: (865) 594-2767
www.DiscoverET.org/jobserv

Heart of Knoxville Career & Resource Center (HK)
 1610 Magnolia Avenue
 Knoxville, TN 37917
Phone: (865) 329-3166
 Fax: (865) 329-3179
www.HOKCRC.org

August 2010

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|---|---|--|
| 2 8:30 Adult Ed Orientation (HK) 12:30 CRC (UA) 2:00 CareerScope (HK) | 3 8:30 Adult Ed Orientation (HK) 8:30 Career Readiness Certificate (UA) 2:00 Insider Tuesdays – Wackenhut (UA) 2:00 CareerScope (UA) | 4 8:30 Career Readiness Certificate (UA) 9:00 Remodel Your Resume & Cover Letter (UA) 10:00 Aid & Assist – Recruiting Event (HK) 11:00 Polish Your Interviewing Skills (UA) 2:30 KeyTrain (UA) | 5 9:00 KeyTrain (UA) 12:30 Career Readiness Certificate (UA) 3:00 Training Orientation (UA) | 6 10:00 CareerScope (HK) |
| 9 8:30 Adult Ed Orientation (HK) 12:30 CRC (UA) 2:00 CareerScope (HK) | 10 8:30 Adult Ed Orientation (HK) 8:30 Career Readiness Certificate (UA) 2:00 Insider Tuesdays – Clayton Homes(UA) 2:00 CareerScope (UA) | 11 8:30 Career Readiness Certificate (UA) 9:00 Remodel Your Resume & Cover Letter (UA) 11:00 Polish Your Interviewing Skills (UA) 2:30 KeyTrain (UA) | 12 9:00 KeyTrain (UA) 12:30 Career Readiness Certificate (UA) 3:00 Training Orientation (UA) | 13 10:00 CareerScope (HK) |
| 16 8:30 Adult Ed Orientation (HK) 12:30 CRC (UA) 2:00 CareerScope (HK) | 17 8:30 Adult Ed Orientation (HK) 8:30 Career Readiness Certificate (UA) 2:00 Insider Tuesdays – R.T. Clapp(UA) 2:00 CareerScope (UA) | 18 8:30 Career Readiness Certificate (UA) 9:00 Remodel Your Resume & Cover Letter (UA) 11:00 Polish Your Interviewing Skills (UA) 2:00 Tips for On-Line Job Applications (UA) 2:30 KeyTrain (UA) | 19 9:00 KeyTrain (UA) 10:00-12:00 Job Corp Orient. (UA) 12:30 Career Readiness Certificate (UA) 3:00 Training Orientation (UA) | 20 10:00 CareerScope (HK) 9:00-10:00 Job Club (UA) |
| 23 8:30 Adult Ed Orientation (HK) 12:30 CRC (UA) 2:00 CareerScope (HK) | 24 8:30 Adult Ed Orientation (HK) 8:30 Career Readiness Certificate (UA) 2:00 Insider Tuesdays – Key Safety Systems(UA) 2:00 CareerScope (UA) | 25 8:30 Career Readiness Certificate (UA) 9:00 Remodel Your Resume & Cover Letter (UA) 11:00 Polish Your Interviewing Skills (UA) 2:30 KeyTrain (UA) | 26 9:00 KeyTrain (UA) 12:30 Career Readiness Certificate (UA) 3:00 Training Orientation (UA) | 27 10:00 CareerScope (HK) |
| 30 8:30 Adult Ed Orientation (HK) 12:30 CRC (UA) 2:00 CareerScope (HK) | 31 8:30 Adult Ed Orientation (HK) 8:30 Career Readiness Certificate (UA) 2:00 Insider Tuesdays – TBA (UA) 2:00 CareerScope (UA) | | | |

WORKSHOPS ARE FREE, BUT REGISTRATION IS REQUIRED, SIGN UP IN THE RESOURCE ROOM OR CALL YOUR NEAREST CENTER.
 SEE REVERSE SIDE FOR WORKSHOP DESCRIPTIONS.

“Remodel Your Resume & Cover Letter”

Does your resume measure up? Come to this workshop to build a *power* resume for the 21st century. The resume is a critical tool for anyone looking for work. While a well-written resume can enhance your job search, a poorly written one can destroy your chances. Learn how to make yourself stand out in the paper stack on an employer’s desk.

Do you know how to get your foot in the employer’s door without losing your toes? Learn to market yourself and convey your uniqueness and value to an employer. In some ways, a cover letter can be more instrumental than a resume in getting an interview. A good cover letter helps the employer see clearly how you measure up. It highlights particular skills and experiences as they apply to the employer’s open position. The cover letter matches your qualifications to the employer needs.

“Polish Your Interviewing Skills”

Come to this workshop to polish your application and interviewing skills and learn to paint yourself in the best light. You will learn effective confidence building techniques for the interview and how to sell yourself as a valuable asset to the prospective employer.

Understanding the application process is paramount for a job seeker. Learn why employers use applications and what they want to know. Prepare for and avoid knockout factors, make points and get interviews.

Career Readiness Certificate

Do you have your CRC? Ask us about this new way to market your skills to employers! To schedule a practice test (KeyTrain) call 865-594-5500 and ask for Sandra or Sharon.

“Insider Tuesdays”

Join us for a chance to meet with Human Resource Representatives from area companies who will share tips on **What Employers Look for When They Hire Job Candidates**. This is not a job interview; it is a unique opportunity to learn about the hiring process from the employer’s point of view. You will learn how to make yourself stand out from the hundreds of other job applicants. Call the Career Center for the Employer attending each week.

“Tips for Online Applications”

Have you been avoiding job applications on the computer because you are afraid your computer skills aren’t strong enough? Or are you pretty computer savvy, but you aren’t getting any calls from your submitted online applications? This workshop will give you some tips on how to make your online job search more effective.

“CareerScope”

A computer based interest and aptitude assessment designed to aid in making decisions about career selection and vocational planning. CareerScope is self-administered and takes about 60 minutes to complete. The resulting Assessment Profile, written in clear, concise language, provides evaluatees with a “career blueprint.”



Job Corp Contact Information
Phone Number: 544-5200
Contact Person: Susan Patterson

Ms. Patterson is a recruiter for Job Corps and her office is located at the LT Ross Building – WorkForce Connections, 2247 Western Avenue. Please call for an appointment.

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| | Tennessee Career Center – Resource Center Hours: Monday – Thursday 8:30 AM – 5:30 PM Friday & Saturday 8:30 AM – 11:45 AM |
| Job Service Hours: Monday – Friday 8:00 AM – 4:30 PM | |

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| Heart of Knoxville Career & Resource Center (865) 329-3166 |
| Monday & Tuesday 8:00 AM – 4:30 PM |
| Wednesday & Thursday 8:00 AM – 7:30 PM |
| Friday 8:00 AM – 2:00 |
| Funding provided by the U.S. Department of Housing and Urban Development and the City of Knoxville |

Equal Opportunity Employer / Program Auxiliary aids and service available upon request to individuals with disabilities
*** TDD-TTY relay 1-800-848-029**