



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

June 2010

Monday	Tuesday	Wednesday	Thursday	Friday
	1 8:30 Adult Ed Orientation (HK) 9:00 CRC (UA) <i>2:00 Insider Tuesdays – Home Depot</i> 2:00 CareerScope (UA) 6:00 BOPP Advanced Computer Class (HK)	2 9:00 Career Readiness Certificate (UA) 9:30 Remodel Your Resume & Cover Letter (UA) 11:00 Polish Your Interviewing Skills (UA) 2:30 KeyTrain (UA)	3 9:00 KeyTrain (UA) 1:00 Career Readiness Cert (UA) 2:00 Online Job Applications (HK) 3:00 Training Orientation (UA) 5:00 Employment Exchange Club (HK)	4 10:00 CareerScope (HK)
7 8:30 Adult Ed Orientation (HK) 1:00 CRC (UA) 2:00 CareerScope (HK)	8 8:30 Adult Ed Orientation (HK) 9:00 CRC (UA) <i>2:00 Insider Tuesdays – ORAU</i> 2:00 CareerScope (UA) 6:00 BOPP Advanced Computer Class (HK)	9 9:00 Career Readiness Certificate (UA) 9:30 Remodel Your Resume & Cover Letter (UA) 11:00 Polish Your Interviewing Skills (UA) 2:00 Inside Scoop (HK) 2:30 KeyTrain (UA)	10 9:00 KeyTrain (UA) 1:00 Career Readiness Cert (UA) 2:00 Online Job Applications (HK) 3:00 Training Orientation (UA) 5:00 Employment Exchange Club (HK)	11 10:00 CareerScope (HK)
14 8:30 Adult Ed Orientation (HK) 1:00 CRC (UA) 2:00 CareerScope (HK)	15 8:30 Adult Ed Orientation (HK) 9:00 CRC (UA) 11:30 Interviewing Skills (HK) <i>2:00 Insider Tuesdays – Sysco</i> 2:00 CareerScope (UA) 6:00 BOPP Advanced Computer Class (HK)	16 9:00 Career Readiness Certificate (UA) 9:30 Remodel Your Resume & Cover Letter (UA) 11:00 Polish Your Interviewing Skills (UA) 2:00 Recession Proof Your Job Search (UA) 2:30 KeyTrain (UA)	17 9:00 KeyTrain (UA) 10:00-12:00 Job Corp Orientation (UA) 1:00 Career Readiness Cert (UA) 2:00 Online Job Applications (HK) 3:00 Training Orientation (UA) 5:00 Employment Exchange Club (HK)	18 9:00-10:00 Job Club (UA) 10:00 CareerScope (HK)
21 8:30 Adult Ed Orientation (HK) 1:00 CRC (UA) 2:00 CareerScope (HK)	22 8:30 Adult Ed Orientation (HK) 9:00 CRC (UA) <i>2:00 Insider Tuesdays – Oak Ridge Chamber Employer Representative</i> 2:00 CareerScope (UA) 6:00 BOPP Advanced Computer Class (HK)	23 9:00 Career Readiness Certificate (UA) 9:30 Remodel Your Resume & Cover Letter (UA) 11:00 Polish Your Interviewing Skills (UA) 2:00 Recession Proof Your Job Search (UA) 2:00 Inside Scoop (HK) 2:30 KeyTrain (UA)	24 9:00 KeyTrain (UA) 1:00 Career Readiness Cert (UA) 2:00 Online Job Applications (HK) 5:00 Employment Exchange Club (HK)	25 10:00 CareerScope (HK)
28 8:30 Adult Ed Orientation (HK) 1:00 CRC (UA) 2:00 CareerScope (HK)	29 8:30 Adult Ed Orientation (HK) 9:00 CRC (UA) <i>2:00 Insider Tuesdays – The Kroger Co.</i> 2:00 CareerScope (UA) 6:00 BOPP Advanced Computer Class (HK)	30 9:00 Career Readiness Certificate (UA) 9:30 Remodel Your Resume & Cover Letter (UA) 11:00 Polish Your Interviewing Skills (UA) 2:00 Recession Proof Your Job Search (UA) 2:30 KeyTrain (UA)	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Sign up now for next Basic Computer Class for Job Search!!! Call Heart of Knoxville Career Center: (865) 329-3166 </div>	

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.

“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.”

“The Employment Exchange Club”

It’s a well-known fact that the best way to find a job is through networking. An abundance of ready-made networking opportunities exists out there, but maybe none of them are right for you or accessible to you. Joining the *Employment Exchange Club* could be a solution because it not only enables you to expand your network of contacts but also serves as a support group. The empathy and encouragement provided by supportive peers can be particularly uplifting in times of economic recession. The exchange of job leads, business cards, resumes, ideas, and information that occurs in a job club can energize members and teach everyone valuable career strategies and techniques. Come and be a part of this exciting adventure!

“Get The Inside Scoop”

Take advantage of this bi-monthly opportunity to get the scoop on various employers, their hiring process, and expectations for potential employees. What better way to find out what employers are thinking than to hear it firsthand from them.

“Job Corps”

Contact Person: Susan Patterson
Where: 2247 Western Ave. (LT Ross Bldg)
Phone Number: 865-544-5200
Please call for an appointment.

	Tennessee Career Center @ University Avenue (865) 594-5500
	Monday, Wednesday & Thursday 8:30 AM – 5:30 PM
Tuesday 8:30 AM – 7:15 PM	
Friday & Saturday 8:30 AM – 11:45 AM	
Job Service Hours Monday – Friday 8:00 AM – 4:30 PM	

	Heart of Knoxville Career & Resource Center @ Pellissippi State Community College
	Monday & Wednesday 8:00 AM – 4:30 PM
Tuesday & Thursday 8:00 AM – 7:30 PM	
Friday 8:00 AM – 2:00 PM	

Equal Opportunity Employer / Program Auxiliary aids and service available upon request to individuals with disabilities

*** TDD-TTY relay 1-800-848-029**