



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



December 2009



Monday	Tuesday	Wednesday	Thursday	Friday
	1 8:30 Adult Ed Orientation (HK) 3:00 CRC (UA) 2:00 CareerScope (UA) 2:30 Creating A Winning Resume (HK)	2 9:00 CRC (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 CRC (UA)	4 10:00 CareerScope (HK) 10:00-11:30 Basic Computer Skills (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) 2:00 CareerScope (UA) 2:30 Creating A Winning Resume (HK)	9 9:00 CRC (UA) 9:30 Remodel Your Resume & Cover Letter (UA) 11:00 Polish Your Interviewing Skills (UA) 2:30 KeyTrain (UA)	10 9:00 KeyTrain (UA) 1:00 CRC (UA) 2:30 Winning Interview Skills (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) 2:00 CareerScope (UA) 2:30 Creating A Winning Resume (HK)	16 9:00 CRC (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 CRC (UA) 1:00 Making a Lasting First Impression (HK)	18 9:00-10:00 Job Club/ Looking for a Job & Contingency Plan (UA)
21 Heart of Knoxville Career & Resource Center closed Dec 21st - Jan 4th	22	23	24 HOLIDAY	25
28	29	30	31	HOLIDAY

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 knock out factors, make points and get interviews.

“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.”

“Recession Proof Your Job Search”

This seminar is ideal for you if you want to understand where you are, where you are going, and what careers are a good fit for you. We’ll help you develop an action plan and provide you with techniques to market yourself to employers.

“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.

	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.	

	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	

***The Heart of Knoxville Career & Resource Center will be closed on Dec 21st – Jan 4th, 2010.

Heart of Knoxville Career & Resource Center (865) 329-3166	
	KNOXVILLE EMPOWERMENT ZONE <i>Opening doors. Developing dreams.</i>
Monday & Wednesday 8:00 AM – 4:30 PM	
Tuesday & 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**