

### “Remodel Your Resume & Cover Letter”

Does your resume measure up? Come to this workshop to build a *power* resume for the 21<sup>st</sup> 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.

**Equal Opportunity Employer / Program Auxiliary aids and service available upon request to individuals with disabilities**  
\* TDD-TTY relay 1-800-848-0298

### “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.

### 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.”

### 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.

### Career Transition Assistance Fair

Jacob Building, Chilhowee Park  
March 10, Noon-7 PM Free Parking  
Innovation Valley Inc., Knox County, the City of Knoxville and the Knoxville Chamber have partnered to provide the community with a Transition Assistance Fair. The purpose of this event is to provide support and information to individuals who are unemployed or underemployed. The fair will consist of three different components: **Resource Showcase, Transition Seminars, and Resume Assistance Center.**

For further information and times of events please visit [www.careertransitionfair.com](http://www.careertransitionfair.com).



**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.



**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 (865) 329-3166**



**Monday & Tuesday**  
8:00 AM – 5:00 PM

**Wednesday & Thursday**  
8:00 AM – 8:00 PM

**Friday**  
8:00 AM – Noon

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