



AMERICAN JOB CENTER

2700 MIDDLEBROOK PIKE – SUITE 100

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January 2018

PLEASE SEE REVERSE SIDE FOR WORKSHOP DESCRIPTIONS

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1 <i>OFFICE CLOSED</i></p> 	<p>2 <i>OFFICE CLOSED</i></p>	<p>3</p> <p>9:30 Remodel Your Resume & Cover Letter 11:00 Polish Your Interviewing Skills 11:00 Job Corps Information Session</p>	<p>4</p> <p>1:00 Soft Skills Workshop 3:00 WIOA Training Orientation</p>	<p>5</p>
<p>8</p> <p>3:00 “Computer’s Won’t Byte” (Basic Computer Skills Workshop)</p>	<p>9 8:30a - 12:15p FASFA & College Assistance</p> <p>10:00 Job Club 1:00 Soft Skills Workshop 2:00 CareerScope</p>	<p>10</p> <p>8:00 – 4:30 Fresenius Medical Job Fair</p> <p>9:30 Remodel Your Resume & Cover Letter 11:00 Polish Your Interviewing Skills 11:00 Job Corps Information Session 2:00 Jobs4tn.gov Workshop</p>	<p>11</p> <p>1:00 Soft Skills Workshop 3:00 WIOA Training Orientation</p>	<p>12</p>
<p>15 <i>OFFICE CLOSED</i></p> 	<p>16 8:30a -12:15p FASFA & College Assistance</p> <p>12:00 – 6:00 Halliburton Energy Services Job Fair</p> <p>1:00 Soft Skills Workshop 2:00 CareerScope</p>	<p>17</p> <p>10a - 12p - Multi-Employer Job Fair</p> <p>9:30 Remodel Your Resume & Cover Letter 11:00 Polish Your Interviewing Skills 11:00 Job Corps Information Session</p>	<p>18</p> <p>9:00 – 1:00 KnoxWorks Job Fair @ Cedar Springs Presbyterian Church</p> <p>1:00 Soft Skills Workshop 3:00 WIOA Training Orientation</p>	<p>19</p>
<p>22</p> <p>3:00 “Computer’s Won’t Byte” (Basic Computer Skills Workshop)</p>	<p>23 8:30a -12:15p FASFA & College Assistance</p> <p>10:00 Job Club 1:00 Soft Skills Workshop 2:00 CareerScope</p>	<p>24</p> <p>9:30 Remodel Your Resume & Cover Letter 11:00 Polish Your Interviewing Skills 11:00 Job Corps Information Session 2:00 Jobs4tn.gov Workshop</p>	<p>25</p> <p>1:00 Soft Skills Workshop 3:00 WIOA Training Orientation</p>	<p>26</p>
<p>29 9a-12p Credit & Money Mgmt. Workshop</p> <p>3:00 “Computer’s Won’t Byte” (Basic Computer Skills Workshop)</p>	<p>30 8:30a -12:15p FASFA & College Assistance</p> <p>1:00 Soft Skills Workshop 2:00 CareerScope</p>	<p>31</p> <p>9:30 Remodel Your Resume & Cover Letter</p> <p>11:00 Polish Your Interviewing Skills</p> <p>11:00 Job Corps Information Session</p>		