





# November 2017

Missouri Job Center  
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29 	30	31	1	2 <b>Office Opens @ 9:00</b>	3 <b>WorkKeys Assessment 9:30 – 12:30</b>	4
5	6	7	8	9 <b>Office Opens @ 9:00 1:00-3:00 Resume Preparation</b>	10 <b>Office Closed In Honor of Veteran's Day</b>	11 
12	13	14 <b>9:00-11:00 Resume Preparation</b>	15 <b>Interview Process 9:00 – 11:00</b>	16 <b>Office Opens @ 9:00 WorkKeys Assessment 9:30 -12:30</b>	17	18
19	20 <b>Career Exploration 9:00 – 11:00</b>	21 9:30-11:30 Take Control of Your Finances  1:30-3:30 Career Management Transitions Curriculum	22	23 <b>OFFICE CLOSED</b> 	24	25
26 	27	28	29	30 <b>Office Opens @ 9:00</b>	1	2
<p>Missouri Job Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals. Missouri Relay Services at 711.</p>						



## On-Site Workshops

### Career Exploration (Third Monday 9:00-11:00 - Other Times Available by Appointment)

It's all about you! This workshop gives you the tools to assess your knowledge, skills, personal interests and priorities on the journey to finding the job that is best for you (or not a good fit). Identify resources that are available to find a rewarding career (including using Talify.) Talify is an online work-based personality assessment and can help identify the types of jobs for which you might be a good fit.

### Resume Preparation (Tuesday 9:00-11:00) (Thursday 1:00-3:00)

Wonder what employers are looking for when they read a resume and cover letter? Find out in this workshop! Identify and optimize all the basic components of a resume (skills and abilities, work history, and education) so that you stand out above the others. Use some of the same strategies in completing excellent online applications.

### Career Networking (Tuesday 11:00-11:30 *BY APPOINTMENT*)

Learn the benefits of effective and strategic 'networking' and how these interpersonal resources and contacts could lead to a new job. This workshop applies what you learn, so you will develop a plan to present yourself to networking groups, a networking source list and a list of the types of networking groups.

### Interview Process ( Third Wednesday 9:00-11:00 - Other Times Available by Appointment)

With this workshop you get practical advice on how to best showcase your skills and experience through research, practice, and preparation. Get helpful tips on how to dress and groom for an interview. Learn the different types of interviews and strategies for each.

### Basic Computer Skills (Fourth Friday 1:00-2:00) Basic Computer Skills Using Microsoft Word.

### Work Keys Assessment (First Friday 9:30-12:30) *BY APPOINTMENT ONLY* (Third Friday 9:30-12:30) *BY APPOINTMENT ONLY*

Businesses want qualified applicants and a National Career Readiness Certificate is one way to show you are ready to get back to work! Call the Missouri Job Center to schedule your test and obtain a Bronze, Silver, Gold or Platinum certificate. **YOU MUST CALL TO SCHEDULE A TEST.**