

# WORKSHOPS



## Job Club

Mondays-Thursdays  
8:30-9:30 a.m.

## WorkKeys-Career Readiness Certificate

Mondays  
1-4 p.m.

## Career Ready 101

Tuesdays  
10 a.m.-noon

## Training Orientation

Wednesdays  
12:15-1:15 p.m.

## Writing an Effective Resumé Pt. 1

Tuesdays  
1:15-4 p.m.

## Writing an Effective Resumé Pt. 2

Wednesdays  
1:15-4 p.m.

## Division of Vocational Rehabilitation Orientation

Wednesdays, 9 a.m.  
751 Old Richardson  
Highway, Suite 102  
907.451.6261

## Planning Your Career

Thursdays  
1:15-3:30 p.m.  
2nd and 4th Thursdays

## Introduction to Interviewing

Thursdays  
1:15-4 p.m.

## TSA (by appointment)

Tuesdays and Fridays

# Fairbanks Job Center

**Address:** 675 7th Ave.  
Fairbanks, AK 99701-4531

**Phone:** 907.451.5967

**Fax:** 907.451.2919

**Email:** fairbanks.jobcenter@alaska.gov

### Hours of operation:

8:15 a.m.-4:45 p.m. Monday-Friday

**You must be registered in ALEXsys  
to sign up for workshops.**

For a complete list of workshops or  
to register for a workshop, visit  
**www.jobs.alaska.gov** (ALEXsys).

Once registered in ALEXsys,  
click on **"Schedule Workshop."**



*Alaska Department of Labor  
and Workforce Development*

We are an equal opportunity employer/program.  
Auxiliary aids and services are available upon  
request to individuals with disabilities.

REVISED 4/12

**Please call to confirm dates and  
times as schedules can change.**