

# Job Search Workshops

## Free For Ketchikan Area Youth and Adults

***Ketchikan Job Center***  
**2030 Sea Level Drive, Suite 220**  
**Ketchikan, AK 99901-6073**

**Phone 225-3181**  
**Fax 247-0557**

To sign up for any of our workshops, please call us, or e-mail us at [ketchikan.jobcenter@alaska.gov](mailto:ketchikan.jobcenter@alaska.gov)

Job Club	Every Monday through Friday	8:30 a.m.
How to Apply for a State Job	Monday, 02/04	10 to 11:30 a.m.
Effective Resume Writing	Tuesday, 02/05 & 19	9 a.m. to Noon
Interviewing with Confidence	Thursday, 02/07 & 21	9 a.m. to Noon
DVR Orientation	Every Wednesday	1:30 to 3 p.m.
Introduction to Micro Soft Word	Friday, 02/08	10 to 11:30 a.m.
Email and Internet Basics	Friday, 02/15	10 to 11:30 a.m.
Keyboarding Skills	Friday, 02/22	10 to 11:30 a.m.

**Workshop schedules are subject to change.**  
**Please call to confirm dates and times.**

02/01/08



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

*We are an equal opportunity employer/program. Auxiliary aides are available upon request for people with disabilities.  
Alaska Relay: (800) 770-8369.*