

# JOB SMART LAB

## Location & Times:

CareerSource Pinellas center at:  
3420 8<sup>th</sup> Ave South  
St. Petersburg, FL 33711  
8:00am to 7:00pm

## Weekly Scheduled Instruction:

### ***Mondays –***

#### **Online Job Search (9:00 – 11:00am)**

Discover how to access the resources in the Virtual center to find the job you are looking for and allowing hiring employers to find you.

#### **Job Applications 101 (1:00 – 3:00pm)**

Explore business etiquette for filling out job applications to get the interview you are looking for. This class provides a comprehensive overview of the skills needed to become employed and stay employed.

### ***Tuesdays –***

#### **Resume Development (9:00 – 11:00am) CAREERSOURCE PINELLAS CENTER IN ST.PETERSBURG ONLY**

**Limited Seating, First Come First Serve**  Offers assistance with getting a resume started, updating an out of date one, or polishing a new one. Different tips on getting started with a new resume, tools to make your resume stand out and different styles of resumes for different jobs.

### ***Wednesdays –***

#### **Interviewing Skills (1:00 – 3:00pm)**

Get ready for that big interview with skills like: what sort of questions might an employer ask, how do I answer tough questions in an interview, and how should I prepare for an interview.

### ***Thursdays –***

#### **Career Development (1:00 – 3:00pm)**

What is your career dream? What are the success and growth opportunities within the job you are looking for? How important is accreditation of the school you want to attend and tools for career success.

### ***Fridays –***

#### **Re-employment and Retention (1:00 – 3:00pm)**

Personal thinking vs. Career thinking. Life patterns as it relates to employment. Retention skills and backup plans for barriers and emergencies.

## Modules available anytime:

Job Applications	Computer Basics
Resume Development	Financial Literacy
Interviewing Skills	Soft Skills
Career Development and Preparation	FDIC Money Smart
Typing Basics	Job Searching for the Ex Offender
Math Basics	Communication Skills
Positive Attitude and Self Esteem	What is Stress?

Career Source Pinellas is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

Updated 03-06-12

