

# WORKSHOPS



## WorkKeys Assessment

Monday  
1-4 p.m.

## Writing an Effective Resumé Pt. 1

First Thursday  
1:30 p.m. to 4 p.m.  
Third Wednesday  
9-11:30 a.m.

## Employment After Incarceration

First and Third  
Wednesday  
10-11:30 a.m.

## Workplace Alaska Workshop

First Tuesday  
1:30-4 p.m.  
Third Tuesday  
9 - 11:30 a.m.

## Resumé Writing Pt. 2 LAB

Third Wednesday  
1:30-4 p.m.

## Introduction to Interviewing

Third Thursday  
1:30-4 p.m.

## Customer Service

First Wednesday  
1:30-4 p.m.

## Applying for Jobs

Second Tuesday  
9-11:30 a.m.

**Please confirm dates and times in ALEXsys as schedules can change.**

# Fairbanks Job Center

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

**Phone:** (907) 451-5967

**Fax:** (907) 451-2919

**Email:** [fairbanks.jobcenter@alaska.gov](mailto:fairbanks.jobcenter@alaska.gov)

**Hours of operation:**

8 a.m.- 5 p.m. Monday-Friday

**ALEXsys registration required before signing up and attending workshops.**

For a complete list of workshops or to register for a workshop, visit [jobs.alaska.gov](http://jobs.alaska.gov) (ALEXsys).

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

A proud partner of the

**americanjobcenter**  
network

**ACT** WorkKeys

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. REVISED 07/17



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**