

Dates of class

May 16-26

June 14-30

July 19-Aug. 4

Class Times

May class: 9:00am-12:00pm

Mon-Thurs.

June & July: 8:30am-12:30pm

Tues./Thurs.

Location: Athens TVCC Campus

Room: GS-211

Get the  
upper hand  
in job  
hunting!

## Trinity Valley Community College



# Career Skills and Job Skills

TVCC



**TRINITY VALLEY  
COMMUNITY  
COLLEGE**

**Community Services  
100 Cardinal Drive  
Athens, TX 75751**

**Phone: 903-675-6275  
Fax: 903-675-6388  
E-mail: conted@tvcc.edu  
or tanf@tvcc.edu  
www.tvcc.edu/community services**

TVCC and East Texas Workforce Solutions have combined to help jumpstart your entry into the workplace. First, **learn** the “soft skills” that employers are looking for like decision making and team work. **Discover** what jobs are in demand and the skills that are required. Learn to write a resume and learn job interview skills.

Next, **explore** courses that will help you enter the workforce. Choose from classes in medical skills and office skills for entry level jobs.

**You may qualify for a scholarship to help pay for these classes!**

*TVCC is an affirmative/equal opportunity institution*