

Job Expo 2007

**Employers
attending:**

**Banking
Construction
Education
Health Care
Insurance
Law Enforcement
Manufacturing
Mining
Public Works
Retail
And Many Others**

**JOB EXPO
PARTNERS**

*Adult Education
Kentucky Farm Workers
Madisonville Community College
Office of Employment and Training
Office of Vocational Rehabilitation
Ready to Work
West Kentucky Workforce
Investment Board
Workforce Connections*



Make plans to attend!

Tuesday, April 24th, 11:00—4:00

**Madisonville Community College
Glema Mahr Center for the Arts
2000 College Drive
Madisonville, Kentucky**

DON'T MISS THIS OPPORTUNITY!!!

For more information contact:

270-824-8621
270-821-9966
270-824-7562
270-824-8665



HelpLine for Success

Tips & Tricks

1. Dress appropriately (business casual)
2. Bring your resume. If you don't have a resume, bring the necessary information with you (see below) so we can help you prepare one on site.
3. Be informed about the employers who will be present.
4. Make the most of your time.
5. Bring TABE scores (for industrial job) and proof of high school or college completion with you.
6. Bring reference addresses and phone numbers, to complete job application on the spot.
7. Review the other services listed, such as speakers, interviewing techniques, resume writing, TABE assessment

Resume Outline

Name:

Address:

Telephone Number: **Alternate Telephone Number:**

E-Mail Address:

Objective: (Briefly describe what you have to offer for the type of position you are seeking.)

Education: (List the name and dates of your college, or technical school and high school..)

Work History: (Beginning with your current/most recent job, list dates, name and location of company, job title, and a very brief description of your job duties.)

Special Skills/Activities: (If you have special skills such as interpreting foreign languages, computer skills or other technical skills, etc., you may want to include them here.)

Professional Skills: (List any special awards, seminars, or internships.)

Organizations: (List any job related organizations or community clubs you are a member of.)

References: This section will always state "Available Upon Request". Have a separate page with just references, if they ask.