

Professional Services

Professional employment services are provided to job seekers that have training and education beyond high school. These job seekers **usually hold degrees**, certifications or licensures recognized in a particular industry, with a work history demonstrating that the individual has held positions requiring minimal supervision that involve independent discretion and judgment.

CareerSource Polk's Professional Career Services provides Individualized Services intended to meet the needs of professional adults currently interested in gaining employment or seeking career advancement opportunities. Our program provides one-on-one assistance for job seekers with resumes, interviewing, professional image development and career planning.

You Will Have Access To:

- Critique resume
- Top ten interview questions asked by employers
- Use the One-Stop job search database (Employ Florida)
- Interview tools
- Personality career testing

To access Polk Works Professional Career Development and Training services follow the steps below:

- ____ 1. **Register on Employ Florida (EFM)** www.employflorida.com, posting your 10 year work history.
- ____ 2. **Call to schedule appointment** with a Professional Career Specialist.
- ____ 3. **Meet with your Professional Career Specialist** to discuss your Career Development.

*Contact any Professional Career Specialist representative for more information
(863) 508-1100*

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