

Smart Business Resource Center

Services for Job Seekers

Technology

Come in and use one of our public computers for your job search. Fax machine, telephone, copier and printer are also available for use in your job search at no cost.

Resumes

Create a professional looking resume using our WinWay Resume software. WinWay Resume Workshops are available if you need assistance.

CalJOBS

Register into CalJOBS, EDD's computerized job system. Create a CalJOBS resume that can be viewed by employers and used for Job Match. Search CalJOBS for job opportunities in Shasta County and all over California.

On the Internet

Visit our web site at www.thesmartcenter.biz and check out our Job Seeker Services online.

Job Postings

We have job listings and applications for jobs with the City, County, State and Federal government, as well as many other local employers.

Newspapers

View the classified listings for our local newspaper, as well as many large city papers, from our easy-to-use computers.

Typing Tutorial

Self-paced typing tutorials are available to help you learn to type at your own pace! Just ask at our reception desk.

Typing Tests

Do you need a certificate to verify your typing speed? Give us a call at (530) 246-7911. We will set up and administer a typing test for a small fee.

10 Key Tests

Do you need a 10 Key certificate? Give us a call at (530) 246-7911. We will set up and administer the test for a small fee.

Labor Market Information

We have local, statewide and national labor market information. Find out what jobs are growing and the usual salary ranges.

Brochures & Flyers

Vocational training, employment opportunities, child care services, transportation, housing, local programs, self-employment, and more . . . Help yourself to the brochures and flyers in our lobby.

Workshops

A variety of workshops are available at no cost when you are registered with us. Call 246-7911.

This information is supplied as a public service of the Smart Business Resource Center.



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(530) 246-7911

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(530) 623-5538

We are an equal opportunity employer/program. Auxiliary aids and services are available upon advance request to individuals with disabilities. TTY users please call (530) 245-1566. Check our website for additional information: www.thesmartcenter.biz.