



# Focus Career



Job seekers, whether you are unemployed or looking for a new career opportunity **Focus Career** provides both a professional resume builder and a path to job registration..

Features allow you to:

- build a professional resume easily, using the interview wizard
- find job leads instantly that match your skills and transferable abilities
- schedule job alerts daily or weekly to your inbox
- explore career options and paths to reach your education and employment goal

Whether building your first resume or updating a previous one, **Focus Career** offers an easy-to-use resume builder that virtually writes the resume for you. With required and optional sections, the system gives you flexibility in designing a resume that reflects your skills, knowledge and abilities.

Set up to five job alerts to search for specific types of positions. These alerts will be delivered to your inbox daily or weekly. Focus|Career™ uses artificial intelligence to match your skills to jobs and rank them with one to five stars, showing how well you qualify for a position.

To access **Focus Career** please visit: [Focuscareer.ky.gov](http://Focuscareer.ky.gov).

If you need immediate assistance, contact [KentuckyCareerCenterSupport@ky.gov](mailto:KentuckyCareerCenterSupport@ky.gov) or call (502) 564-0871, Monday - Friday, 8 a.m.-4:30 p.m. EST.

Please let us know if you use this system and for additional assistance at HCTC contact:

Helen F. Brunty, Career and Transfer Counselor

[Helen.Brunty@kctcs.edu](mailto:Helen.Brunty@kctcs.edu)

Hazard Community and Technical College

One Community College Drive

Hazard, KY 41701

P: 606-487-3077 or 1-800-246-7521, Ext. 73077

Career Services Website:

Office location: 152-JCC in the University Center of the Mountains