



July 12, 2023

Dear East Texas Employer:

We would like to cordially invite you or a representative from your company to participate in the Jacksonville Job Fair. This event will be held **in person on August 22, 2023 from 10am-2pm** at the Central Baptist Church - Gymnasium located at 1909 Rusk St, Jacksonville, TX 75766. This job fair is focused on connecting qualified candidates to top local employers with a goal of building our workforce. All will be invited to attend. Set up time is between **9:00 – 9:45 am**

Workforce Solutions East Texas Centers have built a reputation by coordinating successful job fairs throughout the area and we have assisted hundreds of companies fulfill their hiring needs. Due to our extensive marketing initiatives, i.e., radio, social media, television spots, mailouts and a large labor pool from our Workforce Solutions centers, we anticipate a large turnout of job seekers with diverse education, job-related skills and work experience to be in attendance. **One of our requirements is that each employer have a valid job posting with us in WorkinTexas.com.**

Please complete a registration form and submit to the appropriate Workforce Solutions staff member before the deadline: khaleelah.waalee@twc.texas.gov or michell.ballinger@michell.ballinger@twc.texas.gov.

Please have plenty of job descriptions, and your website address of how to apply with your company. We look forward to your participation and will need your confirmation by close of business on **Friday August 11, 2023, to secure your spot or until full.** If you have any questions, please contact me at the information given below or any Business Service Representative in your local office.

Sincerely,

Khaleelah Waalee

Khaleelah Waalee
Supervisor - Business Services

4100 Troup Hwy

Tyler, Texas 75703

903-561-8131 office

903-747-1333 direct line

Fax 903-561-4204

khaleelah.waalee@twc.state.tx.us

Equal Opportunity Employer/Program: Auxiliary aids and services are available upon request to individuals with disabilities.
Deaf, hard-of-hearing or speech-impaired customers may contact Relay Texas: 800-735-2989 (TTY) and 711 (Voice)