

New York State Career Centers: Convenient NO COST Job Search Services

Career Counseling

Our counselors will help you assess your needs, skills and interests. They will guide you through a step-by-step approach to your job search and your re-entry into the workforce.

Resume Development

Expert staff will help you to write and design a resume that gets results. Our SMART program will help match you to job openings. We will show you how to tailor your resume for firms that use resume scanning software and how to market your skills on the Internet.

Career Workshops

You can explore topics in a group setting, including:

- Job Search Strategies
- Networking
- Salary Negotiations
- Motivational Issues
- Transferring Skills
- Resume Preparation
- Managing Stress
- Finances and Budgeting
- Practice Interviewing
- Obtaining a Job and Keeping It
- Moving Up with Your Employer

Computers/Internet Access

Job seekers can use our personal computers, equipped with high-speed Internet connections. You'll learn how to tap the Internet to locate jobs around New York State and across the nation. We also have hardware and software for the visually impaired.

Computer Workshops

We offer workshops in Microsoft Office Applications, QuickBooks, Internet Applications and various graphics programs.

Adult Basic Education/English as a Second Language

We can refer you to free courses to obtain a high school equivalency diploma (GED) and/or to improve your English-language skills.

Phones, Faxes and Copiers

We have telephones that allow you to speak privately to prospective employers, both locally and throughout the United States. There are faxes and copiers for your use at no charge, as well as a TDD/TTY line.

Career Resource Library

Our library has books, videos, newspapers, special directories and other materials related to careers, as well as job search and labor market information.

Job Search Resources and Job Placement Assistance

Employers throughout New York State list diverse job openings with the Labor Department. Many employers use our centers to conduct on-site interviews. Placement Specialists can help you make a targeted job search.

Vocational Classroom Training (For Those Who Qualify)

We can provide short-term training for long-term careers. (Subject to funding availability and program regulations.)



Internet-Based Job/Talent Bank

You can use this site to post your resume and search local or national job openings from your home at any hour of the day or night. Go to:
www.labor.ny.jobs

Find Your Career Center

Visit: **www.labor.ny.gov/career-center-locator**