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 process to help you in your job search.

RESUME DEVELOPMENT

Expert staff will help you write and design a resume that gets results. We will show you how to tailor your resume and how to market your skills on the Internet.

WORKSHOPS AND JOB CLUBS

You can explore topics in a group setting, including:

- Job search strategies
- Networking
- Salary negotiations
- Transferring skills
- Resume preparation
- Managing stress
- Finances and budgeting
- Practice interviewing

RESOURCE ROOMS: COMPUTER / INTERNET, PHONE, FAX AND COPIER ACCESS

Job seekers can use our personal computers, equipped with high-speed Internet connections. We have telephones that allow you to speak privately to prospective employers. There are printers, copiers and faxes available for your use at no charge.

ADULT BASIC EDUCATION / ENGLISH AS A SECOND LANGUAGE

We can refer you to no-cost courses to help you earn a high school equivalency diploma or to improve your English-language skills.

JOB SEARCH RESOURCES AND JOB PLACEMENT ASSISTANCE

Businesses throughout New York State list job openings with the Labor Department. You can review job boards and online job openings. Placement Specialists can also help you make a targeted job search.

EVENTS AND RECRUITMENTS

Many businesses use our centers to conduct job recruitments and on-site interviews. Visit **www.labor.ny.gov** or ask our Career Center staff for a list of upcoming recruitments and events.

VOCATIONAL CLASSROOM AND ON-THE-JOB TRAINING (FOR THOSE WHO QUALIFY)

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

ONLINE JOB / TALENT BANKS

Jobs Express – **jobs.ny.gov** – sorts the thousands of jobs listed on New York State's Job Bank by region to help you evaluate current job openings in New York's ten regional economies. You can also visit **www.jobzone.ny.gov** to post your resume, and search local or national job openings.

ACCOMMODATIONS AND ADAPTIVE TECHNOLOGY

If you have a disability and need an accommodation or assistance in order to fully benefit from services offered at the Career Center, please let our staff know. Our Career Centers have adaptive technology to help you access resources, including: screen readers, magnifiers, text-to-speech software, TTY text telephone, trackball, and large-print keyboards.

FIND YOUR CAREER CENTER

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

The New York State Department of Labor is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.