

## Finger Lakes

# 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 & 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](http://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.)

### 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.gov/jobs](http://www.labor.ny.gov/jobs) or [www.jobzone.ny.gov](http://www.jobzone.ny.gov)

### 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](http://www.labor.ny.gov/career-center-locator)

## **Finger Lakes Region New York State Career Centers**

### **Monroe County NYS DOL/Rochester Works**

276 Waring Road  
Rochester, NY 14609  
585-266-7760

[www.rochesterworks.org](http://www.rochesterworks.org)

### **Rochester Works**

255 North Goodman Street  
Rochester, NY 14607  
585-258-3500

[www.rochesterworks.org](http://www.rochesterworks.org)

### **Ontario County NYS DOL/Finger Lakes Works**

70 Elizabeth Blackwell Street  
Geneva, NY 14456  
315-789-1771

[www.fingerlakesworks.com](http://www.fingerlakesworks.com)

### **Wayne County Finger Lakes Works Career Center**

1519 Nye Road, Suite 601  
Lyons, NY 14489  
315-946-7270

[www.fingerlakesworks.com](http://www.fingerlakesworks.com)

### **Livingston Co. Center for Workforce Development**

Livingston County Gov't Center  
6 Court Street, Room 105  
Geneseo, NY 14454

585-243-7047

[www.co.livingston.state.ny.us](http://www.co.livingston.state.ny.us)

### **Wyoming County NYS Department of Labor**

448 North Main Street  
Warsaw, NY 14569  
585-786-3145

### **Genesee County Career Center**

587 East Main Street, Suite 100  
Batavia, NY 14020  
585-344-2042

[www.co.genesee.ny.us](http://www.co.genesee.ny.us)

### **Orleans Center for Workforce Development**

458 West Ave., Suite 3  
Albion, NY 14411  
585-589-5335