

## Western New York

# 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)

## **Western New York New York State Career Centers**

### **Allegany County Employment and Training Center**

7 Wells Lane  
Belmont, New York 14813  
585-268-9240  
[www.alleganyco.com](http://www.alleganyco.com)

### **Buffalo Employment & Training Center**

77 Goodell Street  
Buffalo, New York 14203  
716-856-5627  
[www.workforcebuffalo.org](http://www.workforcebuffalo.org)

### **Buffalo Career Center**

284 Main Street  
Buffalo, New York 14202  
716-851-2600

### **Chautauqua Works**

407 Central Avenue  
Dunkirk, New York 14048  
716-366-9015  
[www.chautauquaworks.com](http://www.chautauquaworks.com)

### **Jamestown Career Center**

23 E. 3rd Street  
Jamestown, New York 14701  
716-661-9553  
[www.chautauquaworks.com](http://www.chautauquaworks.com)

### **Lockport WorksourceOne Career Center**

272 S. Transit Street  
Lockport, New York 14094  
716-433-6766

### **WorksourceOne Career Center**

Trott ACCESS Center  
Niagara County E&T 1001 11th Street  
Niagara Falls, New York 14301  
716-278-8281  
[www.worksource1.com](http://www.worksource1.com)

### **Cattaraugus Career Center**

175 North Union Street, Suite 4  
Olean, New York 14760  
716-373-1880  
<http://www.cattco.org/one-stop>

### **Erie Community College Career Center**

Gleasner Hall, Room 166  
6205 Main Street  
Williamsville, New York 14221  
716-270-4444  
<https://www.ecc.edu/onestop/>

### **Williamsville Career Center**

4175 Transit Road  
Transitown Plaza  
Williamsville, New York 14221  
716-634-9081