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)

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: **MyJobs.ny.gov** or **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**.

NEW YORK CITY CAREER CENTERS

BROOKLYN WORKFORCE1 CAREER CENTER (KINGS COUNTY)

9 Bond Street, 5th Floor
Between Livingston / Fulton Streets
Brooklyn, NY 11201
718-246-5219
www.nyc.gov/workforce1

WORKFORCE1 CAREER CENTER (KINGS COUNTY)

250 Schermerhorn Street
Brooklyn, New York 11201
718-780-9200
www.nyc.gov/workforce1

WORKFORCE1 CAREER CENTER (BRONX COUNTY)

400 E. Fordham Road, 8th Floor
(Entrance on Webster Street)
Bronx, New York 10458
718-960-7901
www.nyc.gov/workforce1

FLUSHING WORKFORCE1 CAREER CENTER (QUEENS COUNTY)

138-60 Barclay Avenue, 2nd Floor
Flushing, New York 11355
718-321-6307
www.nyc.gov/workforce1

QUEENS NEW YORK STATE CAREER CENTER (QUEENS COUNTY)

168-25 Jamaica Avenue, 2nd Floor
Jamaica, New York 11432
718-557-6755
www.nyc.gov/workforce1

LOWER MANHATTAN WORKFORCE1 CAREER CENTER (NEW YORK COUNTY)

1 Hudson Square, 75 Varick Street
New York, New York 10013
212-775-3771
www.nyc.gov/workforce1

NYC WORKFORCE1 CAREER CENTER (NEW YORK COUNTY)

215 West 125th Street 6th Floor
Between 7th / 8th Avenues
New York, New York 10027
917-493-7200
www.nyc.gov/workforce1

STATEN ISLAND WORKFORCE1 CAREER CENTER (RICHMOND COUNTY)

120 Stuyvesant Place, 3rd Floor
Staten Island, New York 10301
718-285-8488
www.nyc.gov/workforce1

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.