

# One-Stop Career Centers

Convenient **NO COST** Job Search Services

## Career Counseling

Our counselors will help you assess your needs, skills and interests to jointly develop a step-by-step approach to prepare for your job search and to plan for your re-entry into the workforce.

## Resume Development

Expert staff will assist you to design and prepare a professional traditional resume. In addition, we will provide the best possible match between your skills and personality and prospective employers in the NY State Job Bank. We will also show you how to tailor your resume for firms that use resume scanning software and for posting on the Internet.

## Career Workshops

You can explore various topics in a group setting, including: Job Search Strategies, Networking, Salary Negotiations, Motivational Issues, Skills Transference, Resume Preparation, Managing Stress, Finances and Budgeting, Practice Interviewing, Obtaining a Job and Keeping It and 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 on Long Island and elsewhere. We have tutorials for many programs. In addition, we 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 attain a High School Equivalency diploma 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, job search and labor market information.

## Job Search Resources and Job Placement Assistance

Employers throughout our region list diverse job openings with the Labor Department, and many use our centers to conduct on-site interviews. We hold targeted recruitments with businesses that need your skills and experience.

## 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.americasjobexchange.com/ny](http://www.americasjobexchange.com/ny)