

**WE ARE YOUR DOL**



Department  
of Labor

A proud partner of the American Job Center network

# NEW YORK STATE CAREER CENTERS

Convenient NO COST Job Search Services  
Finger Lakes

## CAREER COUNSELING & RESUME ASSISTANCE

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. 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.

## VIRTUAL WORKSHOPS

You can participate in virtual workshops with daily live presenters on:

- Job search strategies
- Managing job loss
- Networking
- Resume preparation
- Salary negotiations
- Interviewing skills

## RESOURCE ROOMS

Our Career Centers provide access to computers, telephones, printers, copiers, and faxes at no charge.

## JOB SEARCH RESOURCES, EVENTS AND RECRUITMENTS

Businesses throughout New York State list job openings with the Labor Department. You can review job boards and online job openings by visiting: [myjobsny.usnlx.com/](http://myjobsny.usnlx.com/)

Placement Specialists can also help you make a targeted job search. Many businesses use our centers to conduct job recruitments and on-site interviews.

[statistics.labor.ny.gov/career-zone/career-calendar.shtml](http://statistics.labor.ny.gov/career-zone/career-calendar.shtml)

## VIRTUAL CAREER CENTER

The Virtual Career Center (VCC), New York State's premier online job search site, is designed to help people find their next career. Through advanced artificial intelligence, job seekers can match their skills and experience to opportunities available with New York businesses. [dol.ny.gov/virtual-career-center-ind](http://dol.ny.gov/virtual-career-center-ind)

## 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.

## COURSERA

The New York State Department of Labor is partnering with Coursera, the leading online training provider. Through Coursera, unemployed New Yorkers will have access to nearly 4,000 programs across high-growth industries and can hone skills in data science, business, and technology. Many of these programs are pathways to certifications and can help elevate your career.

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

We can refer you to short-term training for long-term careers. *Subject to funding availability and program regulations*

## 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. We have adaptive technology to help you access resources, including: screen readers, magnifiers, text-to-speech software, TTY text telephone, trackball, and large-print keyboards.

## DIGITAL LITERACY

Digital literacy skills are needed to seek, obtain, and retain employment.

Our Career Centers offer NorthStar digital literacy assessments and training on:

**Essential Computer Skills** - Basic Computer Skills; Internet Basics; Using Email; Windows; Mac OS

**Essential Software Skills** - Microsoft Word; Microsoft Excel; Microsoft PowerPoint; Google Docs

**Using Technology in Daily Life** - Social Media; Information Literacy; Career Search Skills; Digital Footprint

## FIND YOUR CAREER CENTER

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

## **FINGER LAKES CAREER CENTERS**

### **ROCHESTER WORKS! CAREER CENTER**

276 Waring Road  
Rochester, NY 14609  
**585-266-7760**  
[www.rochesterworks.org](http://www.rochesterworks.org)

### **ROCHESTER WORKS! CAREER CENTER**

100 College Ave Suite 200  
Rochester, NY 14607  
**585-258-3500**  
[www.rochesterworks.org](http://www.rochesterworks.org)

### **ONTARIO COUNTY, NYSDOL/ FINGER LAKES WORKS**

795 Canandaigua Rd  
Geneva, NY 14456  
**315-789-1771**  
[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)

### **WARSAW CAREER CENTER**

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)

### **ALBION CAREER CENTER**

458 West Avenue, Suite 3  
Albion, NY 14411  
**585-589-5335**

### **ROCHESTER CAREER CENTER**

321 State Street, Suite 210  
Rochester, NY 14608  
**585-238-8100**