

**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  
New York City

## **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)

## 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](http://www.nyc.gov/workforce1)

### **WORKFORCE1 CAREER CENTER (KINGS COUNTY)**

250 Schermerhorn Street  
Brooklyn, New York 11201  
**718-780-9200**  
[www.nyc.gov/workforce1](http://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](http://www.nyc.gov/workforce1)

### **ELMHURST WORKFORCE1 CAREER CENTER (QUEENS COUNTY)**

90-02 Queens Boulevard, 2nd floor  
Elmhurst, NY 11373  
**718-321-6307**  
[www.nyc.gov/workforce1](http://www.nyc.gov/workforce1)

### **QUEENS NEW YORK STATE CAREER CENTER (QUEENS COUNTY)**

168-25 Jamaica Avenue, 2nd Floor  
Jamaica, New York 11432  
**718-557-6735**  
[www.nyc.gov/workforce1](http://www.nyc.gov/workforce1)

### **LOWER MANHATTAN WORKFORCE1 CAREER CENTER (NEW YORK COUNTY)**

199 Church Street, 3rd Floor  
New York, New York 10007  
**212-775-3771**  
[www.nyc.gov/workforce1](http://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  
**917-493-7247**  
**917-493-7054**  
[www.nyc.gov/workforce1](http://www.nyc.gov/workforce1)

### **STATEN ISLAND WORKFORCE1 CAREER CENTER (RICHMOND COUNTY)**

120 Stuyvesant Place, 3rd Floor  
Staten Island, New York 10301  
**718-285-8463**  
[www.nyc.gov/workforce1](http://www.nyc.gov/workforce1)