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
HUDSON VALLEY CAREER CENTERS

WESTCHESTER/PUTNAM CAREER CENTER
110 Old Rte. 6, Building 3
Carmel, New York 10512
845-808-1651
www.westchesterputnamonestop.com

WESTCHESTER CAREER CENTER, EMPLOYMENT CENTER
120 Bloomingdale Road
White Plains, New York 10605
914-995-3910
www.westchesterputnamonestop.com

201 South James Street
 Peekskill, NY 10566
914-737-3490
www.westchesterputnamonestop.com

ULSTER COUNTY CAREER CENTER
521 Boices Lane
Kingston, New York 12401
845-443-8066
www.ulsterworks.com

ORANGE WORKS CAREER CENTER, MIDDLETOWN
18 Seward Avenue
Middletown, New York 10940
845-360-0340
www.orangecountygov.com/352/ Employment-Training

ORANGE WORKS CAREER CENTER, THE MAPLE BUILDING
3 Washington Center, 4th Floor
Newburgh, New York 12550
845-568-5090
www.co.orange.ny.us

SULLIVAN WORKS CAREER CENTER
50 North Street
Monticello, New York 12701
845-794-3340
www.scgnet.us

DUTCHESS ONE STOP CAREER CENTER
191 Main Street
Poughkeepsie, New York 12601
845-473-9000
www.dutchessonestop.org

ROCKLAND WORKS
131 North Midland Avenue
Nyack, NY 10960
845-770-2900
rocklandworks.org

CITY OF YONKERS CAREER CENTER
28 Wells Ave. Building #3, 4th Floor
Yonkers, New York 10701
914-461-9077
www.cityofyorkers.com/
government/departments/
workforce-investment-board