

WE ARE YOUR DOL



A proud partner of the American Job Center network



NEW YORK STATE CAREER CENTERS

Convenient NO COST Job Search Services
Western New York

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.

WESTERN NEW YORK CAREER CENTERS

ALLEGANY COUNTY EMPLOYMENT AND TRAINING CENTER

7 Wells Lane
Belmont, New York 14813
585-268-9240
www.alleganyco.com

BUFFALO EMPLOYMENT & TRAINING CENTER

77 Goodell Street
Buffalo, New York 14203
716-856-5627
www.workforcebuffalo.org

BUFFALO CAREER CENTER

284 Main Street
Buffalo, New York 14202
716-851-2600

CHAUTAUQUA WORKS

407 Central Avenue
Dunkirk, New York 14048
716-366-9015
www.chautauquaworks.com

JAMESTOWN CAREER CENTER

4 E. 3rd St
Jamestown, New York 14701
716-661-9553
www.chautauquaworks.com

LOCKPORT WORKSOURCEONE CAREER CENTER

272 S.. Transit Street
Lockport, New York 14094
716-433-6766

WORKSOURCEONE CAREER CENTER, TROTT ACCESS CENTER

Niagara County E&T 1001 11th Street
Niagara Falls, New York 14301
716-278-8281
www.worksource1.com

CATTARAUGUS CAREER CENTER

175 North Union Street, Suite 4
Olean, New York 14760
716-373-1880
www.cattco.org/one-stop

ERIE COMMUNITY COLLEGE CAREER CENTER

Gleasner Hall, Room 166
6205 Main Street
Williamsville, New York 14221
716-270-4444
www.ecc.edu/onestop/

WILLIAMSVILLE CAREER CENTER

4175 Transit Road
Transitown Plaza
Williamsville, New York 14221
716-634-9081