



OFFICE OF THE  
**COUNTY ADMINISTRATOR**  
OF SARATOGA COUNTY

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**FOR IMMEDIATE RELEASE**

**DATE: January 31, 2023**

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## **SARATOGA COUNTY CAREER CENTER ANNOUNCES FEBRUARY VIRTUAL WORKSHOPS**

**Free Career Workshops Provided by the Greater Capital Region Career Centers**

BALLSTON SPA, NY -- The Saratoga County Career Center in conjunction with the Greater Capital Region Career Centers will hold the following free virtual career workshops in February:

**February 1 at 10AM: Resume Development.** This workshop presents the basics of a powerful and effective cover letter including formatting, tailoring to the job, and getting through the online application process to land an interview. Please have a rough draft of your resume with you. Facilitated by Rensselaer & Columbia-Greene.

**February 2 at 11AM: Transferable Skills.** Transferable skills are qualities you have already acquired that can be used in a different job. Learn how to make employers see the connection between your qualities and the skillset needed to do the job and market yourself as the solution to an employer's problem. Facilitated by Warren and Albany.

**February 8 at 10AM: Goal Setting.** This workshop explores how goal setting works, why goals are important, and provides helpful resources to get you started to reach your dreams. Facilitated by Washington and Albany.

**February 14 at 10:30AM: Interview Preparation.** Learn how to articulate your strengths, what questions to expect, how to address difficult topics, and ace the interviewing process. Facilitated by Schenectady.

**February 16 at 11AM: Completing Job Applications.** Statistics show approximately 50% of mid-sized companies and almost all large corporations use an applicant tracking system to screen candidates for job opportunities. Learn how to prepare your online application to get the most visibility from hiring managers. Facilitated by Warren and Washington.

**-more-**

**February 23 at 1:30PM: Social Media.** Your social media presence can make or break your ability to find a job. Learn how to use social media to your advantage in searching for a job and marketing yourself to land the job or career you've always wanted. Facilitated by Schenectady.

**February 28 at 11AM: Overcoming Barriers.** Join an informal discussion about how to overcome potential stumbling blocks to finding a job. Whether you're facing transportation needs, childcare needs, prior justice system involvement, inexperience, health concerns or more, this workshop will provide you with resources and strategies to help you meet your goals. Facilitated by Saratoga and Fulton-Montgomery-Schoharie.

Registration is required for all workshops. Visit <https://thejoblink.org/calendar/> to register or call the Saratoga County Career Center at (518) 884-4170 for more information. The workshops are offered as part of the Saratoga County Career Center's WorkPays! workforce education campaign.

The Saratoga County Employment and Training Office provides comprehensive training and employment services to residents through its Career Center and works with local businesses to attract and retain the local workforce.

The Greater Capital Region Career Centers is a group of local county and city-based Career Centers and partners that coordinate services to address the workforce needs of the Greater Capital Region by providing a variety of career and workforce resources, training opportunities, and more. Members include Capital Region Workforce New York; Columbia-Green Workforce NY; City of Albany Career Center; L.E.A.P; Rensselaer County Career Center; Saratoga County Career Center; Schenectady County Connects; Warren County Career Center; Workforce Solutions System of Fulton, Montgomery, Schoharie Counties.

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