



- *Is there a charge for using Career Center services? No, all workshops and resources are provide free of charge.*
- *Is my local Career Center a job placement agency? No, it is your source for tips, training, job leads and strategies to guide you through your job search.*
- *Will the Career Center retrain me for a new career? Training grants may be available, call your local office for details.*

Saratoga County Career Center
152 West High Street
Suite B204
Ballston Spa, NY 12020
518-884-4170

Warren County Career Center
333 Glen Street
Suite 300
Glens Falls, NY 12801
518-743-0925

Washington County Career Center
383 Broadway
Bldg. B Room B230
Fort Edward, NY 12828
518-746-2359

For more information on
any of our programs and
our calendar of events
check us out

thejoblink.org



We are your Career Center



Saratoga County

Warren County

LEAP Washington
County

A proud partner of the

AmericanJobCenter[®]
network



Free services for job seekers

- Workshops to teach current job search skills
- A Resource Room with job search related hand outs
- Computers and printers for job search activities
- Books to borrow on career planning, resume writing, interviewing and job seeking
- Career Counselors to help guide your job search and/or to provide information on training opportunities
- Information on Veteran programs and services, training opportunities and supportive services
- Youth Employment & Training Programs (ages 14-24)
- Metrix On-Line Learning

Workshops

- Interview Workshop – This workshop will cover basic interviewing information including the importance of making a good first impression, how to effectively prepare, and what questions to expect before going into an interview. Learn how to best follow up after the interview as well.
- You Can Do It! – Learn how to attach a resume to an e-mail to upload a resume in an online job application.
- Resume Class – Learn how to customize your resume using today's best practices. Learn to find/focus on relevant skills and keywords to create effective resumes, cover letters, and thank you notes to help you stand out.
- Social Media & the Job Search – This workshop will demonstrate how to utilize Social Media tools in your job search. The focus will include LinkedIn, as well as using Facebook and Twitter to find job leads.
- How to Job Search – A discussion of various job search strategies to help you plan and organize a successful job search.
- Now What? – Explore options for occupations and career paths based on an assessment of your interests, skill and values.
- Financial Literacy – Learn basic budgeting tips to help you manage your finances after a job loss.
- Navigating Civil Service: Careers in Government – Learn how to look up exam and vacancy information for various forms of government. Will look at the application process and provide and understanding of navigating the process.
- Mini Job Fair - Dress for success and bring plenty of resumes. For more information about this event: Check www.labor.ny.gov for the current list of businesses that will be attending.

Call 518-884-4170 to schedule an appointment.

Youth Services

- **Employment Readiness Program**—for youth 14-24, paid work experience, internships, skills training, career exploration
- **Summer Youth Employment Program**—June-August paid work experience for income qualified youth.

Business Services

Visit our website:

www.thejoblink.org for a complete menu of business services.

Selections include, but are not limited to, information on the following topics:

- **Customized Training**
- **Grant Opportunities**
- **Hiring Assistance**
- **Interview Space**
- **Job Fairs**
- **Labor Market Information**
- **On-the-Job Training**
- **Workforce Reduction Assistance**