

Capital District One-Stop Career Centers

Convenient NO COST Job Search Services

Career Counseling

Our counselors will help you assess your needs, skills and interests. They will guide you through a step-by-step approach to your job search and your re-entry into the workforce.

Resume Development

Expert staff will help you to write and design a resume that gets results. Our SMART 2010 program will help match you to job openings. We will show you how to tailor your resume for firms that use resume scanning software and how to market your skills on the Internet.

Career Workshops

You can explore topics in a group setting, including:

- Job Search Strategies
- Networking
- Salary Negotiations
- Motivational Issues
- Transferring Skills
- Resume Preparation
- Managing Stress
- Finances and Budgeting
- Practice Interviewing
- Obtaining a Job and Keeping It
- Moving Up with Your Employer

Computers/Internet Access

Job seekers can use our personal computers, equipped with high-speed Internet connections. You'll learn how to tap the Internet to locate jobs around New York State and across the nation. We also have hardware and software for the visually impaired.

Computer Workshops

We offer workshops in Microsoft Office Applications, QuickBooks, Internet Applications and various graphics programs.

Adult Basic Education/English as a Second Language

We can refer you to free courses to obtain a high school equivalency diploma (GED) and/or to improve your English-language skills.

Phones, Faxes and Copiers

We have telephones that allow you to speak privately to prospective employers, both locally and throughout the United States. There are faxes and copiers for your use at no charge, as well as a TDD/TTY line.

Career Resource Library

Our library has books, videos, newspapers, special directories and other materials related to careers, as well as job search and labor market information.

Job Search Resources and Job Placement Assistance

Employers throughout New York State list diverse job openings with the Labor Department. Many employers use our centers to conduct on-site interviews. Placement Specialists can help you make a targeted job search.

Vocational Classroom 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: www.labor.ny.gov

Career Central

175 Central Avenue
Albany, New York 12206
518-462-7600
www.capreg.org

Saratoga County One-Stop Center

152 West High Street
Ballston Spa, New York 12020
518-884-4170
www.thejoblink.org

One-Stop Career Center of Washington County

383 Broadway
Fort Edward, New York 12828
518-746-2390
www.thejoblink.org

Columbia/Greene Workforce New York

Columbia/Greene Community College
4400 Route 23
Hudson, New York 12534
518-828-4181
www.columbiagreenworks.org

One-Stop Career Center of Warren County

Northway Plaza, Suite 13C
Queensbury, New York 12804
518-743-0925
www.thejoblink.org

Schenectady County One-Stop Employment & Training Center

797 Broadway
Schenectady, New York 12305
518-344-2735
www.capreg.org

Rensselaer County One-Stop Center

1600 7th Avenue, 4th Floor
Troy, New York 12180
518-270-2860
www.capreg.org