

Using a Workforce1 Career Center

Are you looking for a job? Workforce1 can help you find and prepare for the job you want. Whether you are unemployed, hoping to make a mid-career change, or looking for your first job, Workforce1 Career Centers in each of the 5 boroughs offer:

Help Finding a Job

- Job search resource rooms
- Personalized career counseling
- Advice on how to interview for a job
- Assistance creating resumes and cover letters
- Job placement services

Help Preparing for a Job

- Career workshops
- GED and ESL classes
- Vouchers for job training

The first steps to using a Workforce1 Career Center are to fill out a registration form and then attend an orientation session, where you'll learn about what services are available and get help organizing your thoughts about how best to use these resources. You'll also receive basic information about jobs available in your area.

Come to the Workforce1 Career Center prepared! If you have a resume, bring it with you - your job search will move more quickly. If you need more help, you can use the Resource Room where you can:

- Use the computers to access hundreds of job listings.
- Write, print, photocopy, and fax your cover letter and resume to prospective employers.
- Use the phones to set up interview appointments.

Please bring the following documents:

- Your resume
 - Proof of birth date
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Using a Workforce1 Career Center is easy. Simply come in for an orientation to learn more about the services available to you. Workforce1 Career Centers are located in:

Bronx

358 East 149th Street
Bronx, NY 10455
Between Third and Courtlandt Avenues

Bronx - Hunts Point

1029 E 163rd Street, 3rd Floor
Bronx, New York, 10474

Brooklyn

9 Bond Street, 5th Floor
Brooklyn, NY 11201
Between Livingston and Fulton Streets

Upper Manhattan

215 West 125th Street, 6th Floor
New York, NY 10027
Between 7th and 8th Avenues (also known as Clayton Powell Jr. Blvd & Frederick Douglass Blvd.)

Queens

168-25 Jamaica Avenue, 2nd Floor
Jamaica, NY 11432
Between 168th and 169th Streets

Queens - LaGuardia Community College

29-10 Thomson Avenue, Rm C-400, 4th Floor
Long Island City, NY 11101
Between 29th and 30th Streets

Staten Island

60 Bay Street
Staten Island, NY 10301
Between Bend Street and Slosson Terrace

Workforce1 NYC Transportation Center

168-46 91st Ave., 2nd Floor
Jamaica, NY 11432

Jobseekers call 311 (TDD 212-513-6306) ask for "Workforce1", or log on to <http://www.nyc.gov/html/sbs/wib/html/jobseeker/jobseekers.shtml> for more information
