



WELCOME

TO THE

WESTCHESTER EMPLOYMENT CENTER



The Westchester Employment Center is
a Central Location where job seekers and employers can
access services and information related to:

- Employment
- Training
- Labor Market
Conditions

The following services are available at the Employment Center:

- Job Search Assistance
- Resume Preparation Assistance & Review
- Career Exploration & Career Counseling
- Labor Market Data
- Information on Services for Veterans
- Interviewing and Job Search Strategies
- How to Use the Internet to Find Employment
- Introduction to Computers Workshops
- MS Word, Excel & PowerPoint Training

We encourage you to use our Resource Room where the following services are available:

- Computers
- Fax Service
- Photo Copier
- **Telephone** (for use to contact employers)
- Typing Tutorials
- Internet Access
- **QWIZ Tutorial** (for MS Access, MS Excel, MS PowerPoint & MS Word)
- Civil Service Exam Announcements

Staff is also on hand to assist you and answer any questions you may have regarding job search issues.

Additional Information & Workshops

- Information on training opportunities that you may be eligible for **at no cost** to upgrade your skills or train for a career change.
- Workshops to assist you in your job search .