



BRENTWOOD CAREER CENTER

APRIL

281 Pine Street
Brentwood, CA 94513
(925) 634-2195

Register at: www.caljobs.ca.gov

HOURS 8:30 AM-5:00 PM

Computer & Fax Available until 4:50P

NOT SURE WHERE TO START?

Come to **Career Center Services Orientation!**

Tuesday, April 11, 9am-10:00am

Tuesday, April 25, 9am-10:00am

Servicios del Centro de Carreras en Español

Martes April 11th ~11:00am-12:00pm

~ Please arrive **15 minutes early** to all workshops ~

We offer:

- Career assessments ♦ Skill assessments ♦ Typing tests
- Possible paid job training via WIOA program
- On-site recruitments by employers who are hiring!
- OJTs (**O**n-the-**J**ob **T**raining for those who are eligible)

TOOLS

Basic Internet

Friday, 10:00 am-11:00 am
April 14th

Online Application

Friday, 10:00 am-12:00 pm
April 28th

Résumé review by Appt.

Thursday, April 20th
3:00-4:30pm (Appts. Close at 12 Noon)

WinWay Résumé

Loaded on computers in Resource Room. Bring flash drive. Be sure to upload your new resume to CalJOBS so employers can find you!

JOB SEARCH BASICS

Résumé Basics

Tuesday, 9:00am- 11:00am
April 11th & 25th

Interview Techniques

Thursday, 9:00 am-11:00 am
April 13th & 27th

Job-Connect Networking (by invitation only)

3rd Thursday of Each Month
2:00-3:30p

VETERANS

Service Navigator (Antioch Office)

Call for Appt. (925) 706-4833

YOUTH

Leilani Villegas (Out of School Youth) ONLY

CONTRA COSTA COUNTY

OFFICE OF EDUCATION (CCCOE)

Mon & Wed ONLY

Call for appointment (925) 942-3309

SENIORS

Carol Archie, Program Coordinator

Senior Program, (55 & over)

Wed. Only (925) 753-3215

Drop-ins Welcome

ASSESSMENT CENTER

Tuesdays & Thursday 9: 00 am ~1:45 pm
Located at Liberty Adult Education, Rooms 16
(925) 634-2565

KeyTrain Basic Skills Assessment ~ required for WIOA program enrollment

Lessons & quizzes can help you raise your score Reading, math, & locating information.

WorkKeys ~ 2nd Thursday of each Month- **By Appointment**

Proctored test to earn National Career Readiness Certificate (NCRC), a portable credential

Typing Certificates Walk-in Hours Tuesdays & Thursday ONLY~9:00-1:30pm

In the event of a City, County or State job posting which requires a typing test, test will be scheduled by APPT. ONLY!



April 5th & 12th

Six-week Business Plan Writing
Workshop

Wednesday's 6-9pm

*bring your laptop

(Must have basic computer skills)

Register online at:

<http://contracostasbdc.org/>