



BRENTWOOD CAREER CENTER

MARCH

Computer & Fax Available until 4:45 PM
NEW HOURS 8:30 AM-5:00 PM MON-THUR

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

Register at: www.caljobs.ca.gov
Visit our Website: www.eastbayworks.com
HAPPY ST. PATRICK'S DAY-MAR 17TH

NOT SURE WHERE TO START?

Come to **Career Center Services Orientation!**
Tuesday, March 13th & 27th ~ 9am-10:00am

Servicios del Centro de Carreras en Español
Martes, March 13th ~ 11:00am-12:00pm

If you are... YOUTH (16-24) ♦ VETERAN ♦ SENIOR

~ 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

Thursday, 10:00 am-11:00 am
March 8th

Online Application

Thursday, 10:00 am-12:00 pm
March 22nd

Résumé review by Appt.

Thursday, March, 15th
3:00-4:30pm (Apts. 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- 10:30am
March 13th & 27th

Interview Techniques

Thursday, 9:00 am-10:30 am
March 15th

CalJobs (Must Pre-register)

Job-Search I Background Wizard
1ST Wednesday 10:00am – 11:00am

Job-Search II Virtual Recruiter
3RD Wednesday 10:00am-11:00am

Learn How to Develop Your Resume in Caljobs (2 person minimum per workshop to avoid cancellation)

VETERANS

Service Navigator (Concord Office)
(925) 671-4500

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

ASSESSMENTS

Tuesdays & Thursdays 10:00am-12noon **(By APPT. ONLY)**
(925) 634-2195

Typing Certificates- No cost, keyboarding test accepted by city, county and state agencies within the County. Certification received the same day.

Metrix- Online self-paced courses in Business IT, Manufacturing & Health Care Courses register online @ <http://eastbayworks.metrixlearning.com>

Key Train Basic Skills Assessment ~ required for WIOA program enrollment
Lessons & quizzes can help you raise your score Reading, math, & locating information

WorkKeys ~ Proctored test to earn National Career Readiness Certificate (NCRC), a portable credential - by Invitation Only

ON-SITE RECRUITMENTS

CAREER STRATEGIES

THURSDAY, MARCH 8TH

9:00AM-12NOON

WWW.CSLAPPLICANT.COM CHOOSE PLEASANTON OFFICE
BRING RESUME & COPIES OF 2 ID'S

EXPRESS PRO'S

THURSDAY, MARCH 15TH

9:00AM-12NOON

CINTAS

TUESDAY, MARCH 20TH

9:00AM-12NOON