



BRENTWOOD CAREER CENTER

MAY 2018

NOT SURE WHERE TO START?

Come to **Career Center Services Orientation!**
See CONCORD Calendar

Servicios del Centro de Carreras en Español
See CONCORD Calendar

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
TBA

Online Application

Thursday, 10:00 am-12:00 pm
TBA

Résumé review by Appt.

Thursday, May 17th
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
May 8th & 22nd

Interview Techniques

Thursday, 9:00 am-10:30 am
May 10th & 24th

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)
Call for appointment (925) 753-3214

SENIORS

Carol Archie, Program Coordinator
Senior Program, (55 & over)
(925) 753-3215
Drop-ins Welcome

ASSESSMENTS

Tuesdays & Thursdays 9:00AM-11:30AM
(By APPT. ONLY)
(925) 634-2195

Key Train Basic Skills Assessment ~ **NOT AVAILABLE AT THIS TIME**

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>

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

PUBLIC NOTICE:

**THE BRENTWOOD CAREER
CENTER WILL
PERMANENTLY CLOSE
EFFECTIVE**

MAY 24, 2018