



## ALAMEDA career center



# College of Alameda

### One-Stop Career Center | Job Seeker Services

The Alameda One-Stop Career Center offers job seekers and students a “mobile office” at the College of Alameda. Those seeking jobs or those who are looking to make a career change can visit us for the following amenities:

- Computer access and Internet use for updating resumes and conducting research
- Free copy, fax, and phone use for job searching
- Job leads
- One-on-one assistance
- Resource library
- Career exploration and labor market data
- On-site Alameda Adult School classes
- Workshops in resume writing and job search strategies. Please call for dates and times.
- Workshops in networking
- Access to hundreds of job announcements in the East Bay and beyond. Many of which are only accessible through our facility.
- Career assessments and career counseling
- Employer hiring events and job fairs
- Typing certification test
- Online traffic school test

Let us be your

# mobile office.

“The expert help

I received with my  
cover letter and  
resume from the

One-Stop center was

**invaluable**

in making my job search

**successful.”**

~Sri V.

Customer Service  
Representative  
The Bank of The West

**Need more personal guidance?** Then take the next step and enroll in the STEPS to Success Workshops, which are designed to assist you in building your career portfolio.

This program will help you define clear career goals and an employment plan. Participants will learn effective resume writing skills, interview techniques, how to effectively search for a job, and how to market their skills through networking events.

**Workforce Investment Act (WIA)** The WIA Program, offers dislocated workers, low-income workers, and displaced homemakers, competitive advantages through networking mixers, exclusive recruitment opportunities, specialized workshops, individualized career counseling, job placement, and paid on-the-job training.