

# NORTH CITIES ONE STOP CAREER CENTERS - ALAMEDA



## May 2018

**COLLEGE OF ALAMEDA**  
 555 Ralph Appezato  
 Memorial Parkway  
 (West Campus Drive)  
 Portable P  
 Alameda, CA 94501  
 Phone: (510) 748-2208  
 Fax: (510) 814-8302

**WEBSITES:**  
[www.caljobs.ca.gov](http://www.caljobs.ca.gov)  
[www.alameda.peralta.edu/one-stop-career-center/](http://www.alameda.peralta.edu/one-stop-career-center/)

**BUSINESS HOURS:**  
**MON, TUES, & THURS**  
 9:00 am—4:30 pm  
**WEDNESDAY & FRIDAYS**  
 9:00—12:00 pm



	Monday	Tuesday	Wednesday	Thursday	Friday
		1 Open 9:00 — 4:30	2 Open 9:00 — 12:00	3 Open 9:00 — 4:30  Veteran Representative/EDD 12:00—4:00	4 Open 9:00 — 12:00
7	WIOA Orientation 10:30 — 11:30  Resume/Cover Letter Workshop 1:30— 3:30	8 Open 9:00 — 4:30	9 Open 9:00 — 12:00	10 Open 9:00 — 4:30	11 Open 9:00 — 12:00
14	WIOA Orientation 10:30 — 11:30  Interview Workshop 1:30—2:30	15 Open 9:00 — 4:30	16 Open 9:00 — 12:00	17 Open 9:00 — 4:30  Veteran Representative/EDD 12:00-4:00	18 <b>CLOSED</b>  "Without Education, You're not going anywhere in this World."  Malcolm X Birthday Observance
21	WIOA Orientation 10:30 — 11:30  Resume/Cover Letter Workshop 1:30— 3:30	22 Open 9:00 — 4:30	23 <b>CLOSED</b>  Professional Development Day	24 Open 9:00 — 4:30	25 Open 9:00 — 12:00  <i>Spring Semester Ends</i>
28	<b>CLOSED</b> 	29 Open 9:00 — 4:30	30 Open 9:00 — 12:00	31 Open 9:00 — 4:30  Veteran Representative/EDD 12:00-4:00	<b>ATTENTION</b> <b>NEW BUSINESS HOURS</b>

# ALAMEDA ONE STOP CAREER CENTER

## Workshops & Events – May 2018

**WIOA ORIENTATION:** If you would like to get more individualized staff assistance, are an Alameda County residents (residents of the City of Oakland must apply at an Oakland One Stop/AJJC), you might qualify for job placement, career counseling and On-The-Job Training through the Workforce Innovation and Opportunity Act, upon approval. The workshop will cover eligibility requirements and the process.

**RÉSUMÉ/COVER LETTER WRITING WORKSHOP:** This comprehensive workshop will help you to create more effective résumé and cover letter techniques that highlights your skills and qualifications.

**We will cover the basics of résumé writing:** purpose, format, effective content, and how to target your résumé to specific jobs.

**Why is a cover letter so important?** Most job seekers overlook this critical piece of their job search. Over half of employers require them as standard in considering you for a job. They are the first introduction of who you are. Learn how to use simple techniques to craft a custom cover letter for every job you apply to. Learn key words and action verbs to get hiring managers to take notice of you!

*Note:* Bring your current résumé as well as any job descriptions you are interested in.

**INTERVIEWING WORKSHOP:** Wish you were more confident and prepared for job interviews? This workshop will cover interview preparation, types of interviews, crafting answers to common questions and follow up. You will learn how to use examples to answer questions more effectively.

**VET/EDD REPRESENTATIVE (DROP-IN/APPT):** Need to talk to a veteran representative? Need some general EDD information? Meet with our California Veteran's/EDD Representative.

**VOCATIONAL REHABILITATION INFORMATION:** One needs to call for information about the CA Department of Rehabilitation eligibility requirements and services available to clients. *Call (510) 622-2764 for information*

**OFFICE PROFICIENCY (incl. TYPING) CERTIFICATES (DROP-IN):** Available from opening until 45 minutes before closing on Monday — Friday (on days we are open).