

Looking for a job?

BOCES can help!

- ✓ Job Bank
(updated weekly)
- ✓ Resumé Assistance
- ✓ Interview Tips
- ✓ Transcripts
- ✓ Faxing/Emailing
Services



Job Placement Office
(631) 667-6000 x114
wsboces.org/jobs
jobplace@wsboces.org

Job Placement Office

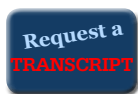
BOCES' Job Placement Office offers students who have successfully completed a BOCES program/class lifetime assistance with their job searches. BOCES' Job Placement counselors are there to help you in your job search.

After registering with the Job Placement Office, you can receive assistance writing your resume or cover letter, accessing our Job Bank, learning effective job search methods, or gaining practical interview techniques.



The Job Bank is updated weekly. Visit regularly! Job counselors interact frequently with local employers so they have the big picture of the Long Island job market. More than 2,000 employers have offered employment through our Job Bank with 50 typically posting jobs each week.

When you see a job that interests you, call the Job Placement Office. Counselors will refer interested Tech completers with the appropriate skills to prospective employers.



Whenever you need a BOCES' transcript, we can help! Just complete the request form at www.wsboces.org/transcript, sign and submit with \$5 to the Job Placement Office.

Civil Service Exams

Check with the Job Placement Office for the schedule of upcoming tests. Counselors can also help you find the job title that specifies your skills.

Workshops

Job counselors conduct workshops for job seekers to hone their job search skills. Call the office for upcoming sessions.



Job Placement Office

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Dix Hills, NY 11746
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