

Employment Organizations & Resources

General Job Programs

First Source Employment Program

2180 Milvia St. (& Allston) First Floor, Berkeley 94704
510-981-4970 M-F 8am-5pm
www.ci.berkeley.ca.us/housing

Serves: Berkeley residents 18 & over.

Promotes hiring of local jobseekers on local and publically funded construction projects.

BOSS Career Training and Employment Center (CTEC)

1600 San Pablo Ave. (& 16th) Oakland 94612
510-644-4575 M-F 9am-5pm
www.self-sufficiency.org/programs/partners-reentry-program-prep

Serves: Low-income, homeless and formerly incarcerated individuals.

One-on-one individual job assessment, resume preparation and career coaching. Participates in industry-specific trainings with partner programs.

The Bread Project

1615 University Ave. (& California) Berkeley 94703
510-594-1702
www.breadproject.org

Serves: Low-income residents, 18 and over.

Offers professional training in fundamentals of baking and cooking; counseling; soft-skills training job referral assistance.

Eden Area Multi-Service Center

24100 Amador St. Hayward 94544
510-670-5700 M 9-5; T-Th 8:30-5; F 9-5

Serves: Alameda County residents

Offers one-on-one coaching, job preparation workshops, pre-employment training, assistance with job placement, retention and advancement.

Inter-City Services

3269 Adeline St. (& Alcatraz), Berkeley 94703
510-655-3552 M-F 8:30am-5
www.icsworks.com

Serves: Primarily low-and moderate-income Berkeley residents, age 18 and over; also serves other eligible residents of the East and West Bay, and veterans statewide.

Offers computer repair training; word processing/office automation training. High school equivalency (GED) test preparation program; job training/placement program emphasizing computer applications; job placement assistance.

North Cities One-Stop Career Center

1701 San Pablo Ave. Rm. 105 (& Francisco) Berkeley 94702
510-644-6630 M, T, Th 10am-4:30; W 11am-5pm; F 9am-12pm
bas.berkeley.net/onestop

555 Ralph Appezatto Memorial Pkwy. Alameda 94501
510-748-2208 M, Tu, 10am-4:30pm; W, 10am-5:30pm; Th, 10am-4:30pm; F 9am-12pm
www.alameda.peralta.edu/one-stop-career-center

Serves: Job-seekers of all ages and abilities including homeless, transitional, disabled and economically disadvantaged individuals.

Free employment services including computer and internet use, resume workshops, career counseling and hiring events.

Youth

Berkeley Youth Alternatives (BYA)

1255 Allston Way (& Bonar), Berkeley 94702
510-845-9010 M-F 9am-6pm
www.byaonline.org

Serves: Low-income youth 6-24.

For teen students: job skills, resume building, tutoring, mentorship, college preparation. For young adults: work readiness and experience, job skills and preparation, assistance with job placement.

YouthWorks

2180 Milvia St. (& Allston) First Floor, Berkeley 94704
510-981-4970 M-F 8am-5pm
www.cityofberkeley.info/youthworks

Serves: Berkeley youth ages 14-25.

Offers: Afterschool, summer, and year-round job placement; career counseling; job skills training.

Specialized

ASSETS Senior Employment Opportunities

150 Frank Ogawa Plaza, Suite 4353, Oakland 94612
510-238-3535 M-F 9am-5pm
www2.oaklandnet.com/government/o/dhs/s/aas/oak22069

Serves: Residents of Alameda county, 55 years and over.

Offers: Work experience and classroom training; job search assistance; employment and training resources, current job listings.

Swords To Plowshares

1433 Webster St. (& 15th) Suite 100, Oakland 94612
510-891-8773 M-Th 9:30am-12pm (1pm-5pm by appointment)
www.swords-to-plowshares.org

Serves: U.S. Veterans.

Offers: Employment counseling; job development and placement; job training assistance; substance abuse counseling.



This list is provided by the Berkeley Information Network (BIN)

Serving the Berkeley Community since 1980

Berkeley Public Library 2090 Kittredge St. Berkeley, CA 94704

510-981-6148 TTY 510-548-1240 <http://www.berkeleypubliclibrary.org>

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Websites

The Berkeley Public Library's website has a trove of information on job hunting, career development, resume building, and employment resources.

Go to www.berkeleypubliclibrary.org, look under the 'Explore' tab, go to the eLibrary and select the 'Work & Money' section. You'll see the following resources, some of which require your Library card number:

CareerOneStop --a career information resource including salaries, benefits and tips for resumes and interviews.

Gale Business eBooks --a virtual reference library of business related books published by Gale and Cengage.

Job Scout --an online series of job skills lessons, including a resume bulider, a social network and job listings.

Safari Technical Books --a virtual reference library of books on technology, digital media and business.

Tutor.com --an online tutoring service, includes a resume review feature, one-on-one live help and feedback.

Here are just a few links to some helpful job search related websites:

California Career Zone

www.cacareerzone.org

Self assessment tests, job descriptions, salary expectations and more about specific job prospects in California.

California Employment Development Department

www.edd.ca.gov/Find_a_Job.htm

Comprehensive job search tools and labor market information from the State of California.

EASTBAY Works

www.eastbayworks.com

Umbrella web site representing the joint venture between public, non-profit and private organizations in Alameda and Contra Costa counties to help job seekers and businesses connect.

Localwise

www.localwisejobs.com

Regularly updated list of jobs for local businesses in Berkeley, Oakland, Emeryville, Alameda and San Francisco.

U.S. Dept. of Labor Occupational Outlook Handbook

www.bls.gov/ooh

The official guide to career information about hundreds of occupations with up-to-date statistical information.

Good Books in the Berkeley Public Library Collection

To check the catalog for more titles, search under the subject heading *Vocational Guidance* and related subjects.

Best Resumes for College Students and New Grads: Jump-Start Your Career!

by Louise M. Kursmark

Call number: 650.14 K966b

A resume and job-hunting guide for all kinds of students and recent graduates, from associate degree to PhD, including advice for non-traditional students, seekers of internships, and "average" students.

Blue Collar Resume: Expert Resumes for Dirty Jobs, and Clean Ones, too

by Steven Provenzano

Call number: 650.14 P948b

Resume examples for all major trades, plus job-hunting and interview tips.

How to Write Better Resumes and Cover Letters

by Patricia K. Criscito, CPRW

Call number: 650.142 C868h

A 12-step guide to composing a resume and cover letter with effective content and style.

Knock 'em Dead: The Ultimate Job Search Guide

by Martin Yate

Call number: 650.14 Y27r

Classic title on job search and interview tactics. Tie-in volumes on resumes and cover letters available too but this is where to start! Updated annually.

The Perfect Resume: Resumes That Work In The New Economy

by Dan Quillen

Call number: 650.142 Quillen

A new guide for the recently laid off and the current economy. Focuses on the technical aspects of resume writing to make them not just functional but effective.

What Color is Your Parachute?

by Richard Bolles

Call number: 650.14 B638w

Excellent self-assessment exercises as well as non-traditional job-hunting methods. Other titles in this series include ones geared toward online job-hunting, retirement and teens. Updated annually.

What to Say in Every Job Interview

by Carole Martin

Call number: 650.144 M3633w

Provides assessment and clear answers to the most common interview questions and topics so you can present yourself in the best possible way.



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