

# 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](http://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](http://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  
510-644-4575  
[www.breadproject.org](http://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, Tu, Th 8:30am-5pm, W 8:30am-6:45pm  
F 8:30am-12:30pm

**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-4:30pm  
[www.icsworks.com](http://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](http://bas.berkeley.net/onestop)

555 Ralph Appezatto Memorial Pkwy. Alameda 94501  
510-748-2208 M, Tu, Th 10am-4:30pm, W 10am-5:30pm  
F 9am-12pm  
[www.alameda.peralta.edu/one-stop-career-center](http://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  
510-649-5814 M-F 9am-6pm  
[www.byaonline.org](http://www.byaonline.org)

**Serves: Low-income youth 14-21.**

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](http://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](http://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. (& 15<sup>th</sup>) Suite 100, Oakland 94612  
510-891-8773 M-Th 9:30am-12pm (1pm-5pm by appointment)  
[www.swords-to-plowshares.org](http://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](http://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:

**Career Crusing** --an online self-exploration and guidance program the help you in school, your career and life.

**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.

**Learn A Test** --is a database of online practice tests for students, college applicants, career explorers, and those learning English. It includes information on job searches, resumes, and workplace skills.

**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](http://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](http://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](http://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](http://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](http://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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