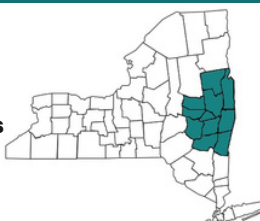


# Greater Capital Region Career Centers

## May 2025 Virtual Workshops

	Monday	Tuesday	Wednesday	Thursday	Friday
1 - 2				10:30am Resume Development <a href="https://bit.ly/SJTAResDev">bit.ly/SJTAResDev</a>  11am Transferable Skills <a href="https://bit.ly/GCR2Skills">bit.ly/GCR2Skills</a>	
5 - 9	10am Broadview Financial Well-Being <a href="https://bit.ly/2025MayBroadview">bit.ly/2025MayBroadview</a>		10am Resume Development <a href="https://bit.ly/GCR2Resumes">bit.ly/GCR2Resumes</a>		
12 - 16		10:30am Interview Preparation <a href="https://bit.ly/GCRIntPrep">bit.ly/GCRIntPrep</a>	10am Goal Setting <a href="https://bit.ly/GCR2GoalSetting">bit.ly/GCR2GoalSetting</a>  10:30am Civil Service <a href="https://bit.ly/SJTACivServ">bit.ly/SJTACivServ</a>	11am Completing Job Apps. <a href="https://bit.ly/GCR2JobApps">bit.ly/GCR2JobApps</a>  1:30pm Transferable Skills <a href="https://bit.ly/SJTASkills">bit.ly/SJTASkills</a>	10:30am Networking <a href="https://bit.ly/GCRNetworking">bit.ly/GCRNetworking</a>
19 - 23		10:30am Completing Job Applications <a href="https://bit.ly/SJTASocMed">bit.ly/SJTASocMed</a>		1:30pm Social Media <a href="https://bit.ly/SJTASocMed">bit.ly/SJTASocMed</a>	
26 - 30	Closed	11am Overcoming Barriers <a href="https://bit.ly/GCR2Barriers">bit.ly/GCR2Barriers</a>  1:30pm Goal Setting <a href="https://bit.ly/SJTAGoals">bit.ly/SJTAGoals</a>	10:30am Networking <a href="https://bit.ly/SJTANetwork">bit.ly/SJTANetwork</a>		

Presented by  
the Greater  
Capital Region  
Career Centers



Rensselaer County  
Employment & Training  
Career Center  
A proud partner of the  
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City of Albany  
Career Center

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Warren County  
Career Center

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Columbia-Greene  
WORKFORCE NY  
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Saratoga County  
Career Center

## Resume Development

Your resume and cover letter are crucial components that can set you apart from other candidates when applying for a job. This workshop will present the basics of a powerful and effective cover letter including formatting, tailoring to the job, and getting through the online application process to land an interview. \*Please bring a rough draft of your resume\*

**May 1st at 10:30am: Facilitated by Schenectady - [bit.ly/SJTAResDev](https://bit.ly/SJTAResDev)**

**May 7th at 10am: Facilitated by Rensselaer and Columbia-Greene - [bit.ly/GCR2Resumes](https://bit.ly/GCR2Resumes)**

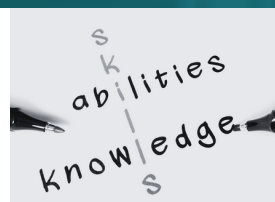


## Transferable Skills

Transferable skills are qualities you have already acquired which can be used in a different job. Make it easy for employers to see the connection between your qualities and the skillset needed to do the job and market yourself as the solution to an employer's problem. Learn ways to research the employer's needs then identify and show them that you have these skills.

**May 1st at 11am: Facilitated by Warren and Washington - [bit.ly/GCR2Skills](https://bit.ly/GCR2Skills)**

**May 15th at 1:30pm: Facilitated by Schenectady - [bit.ly/SJTASkills](https://bit.ly/SJTASkills)**



## Broadview Financial Well-Being

Your budget is a key that opens doors, guiding you to your money goals. Get ready to take control of your finances and your future! Find out how to: • Organize what you make, spend, and save • Set goals to save up, spend down, look ahead • Harness the power of mindful spending • Identify budget tactics that work best for you.

**May 5th at 10am: Facilitated by Broadview/Schenectady - [bit.ly/2025MayBroadview](https://bit.ly/2025MayBroadview)**



## Interview Preparation

A job interview is the opportunity for an employer to see if you are a good fit for the position and the company – and it's a chance for you to see if they fit your needs as well. This workshop will discuss how to articulate your strengths, what questions to expect, how to address difficult topics, and acing the entire interviewing process.

**May 13th at 10:30am: Facilitated by Schenectady - [bit.ly/GCRIntPrep](https://bit.ly/GCRIntPrep)**



## Goal Setting

Goals are what take us forward in life. They are the first step to every journey we take. In this workshop we will explain how goal setting works, why goals are important, and take home more helpful resources to get you started. Remember: "if you aim for nothing, you'll hit it every time." Find out how to reach your dreams.

**May 14th at 10am: Facilitated by Washington and Albany - [bit.ly/GCR2GoalSetting](https://bit.ly/GCR2GoalSetting)**

**May 27th at 1:30pm: Facilitated by Schenectady - [bit.ly/SJTAGoals](https://bit.ly/SJTAGoals)**



## Civil Service

Help others and give something back. I guarantee you will discover that while public service improves the lives and the world around you, its greatest reward is the enrichment and new meaning it will bring your own life  
- Arnold Schwarzenegger

**May 14th at 10:30am: Facilitated by Schenectady - [bit.ly/SJTACivServ](https://bit.ly/SJTACivServ)**

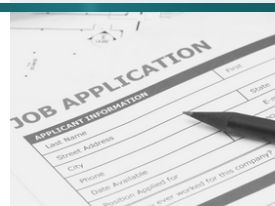


## Completing Job Applications

Statistics show that approximately 50% of mid-sized companies and almost all large corporations use an applicant tracking system (ATS) to screen candidates for job opportunities. Find out how you can prepare and hear suggestions for getting the most visibility out of your online application.

**May 15th at 11am: Facilitated by Warren and Washington - [bit.ly/GCR2JobApps](https://bit.ly/GCR2JobApps)**

**May 20th at 10:30am: Facilitated by Schenectady - [bit.ly/SJTASJTJobApp](https://bit.ly/SJTASJTJobApp)**



## Networking

Beyond Job Searches: Networking is your strategic tool for cultivating lasting relationships, fostering professional growth, and unlocking opportunities. It's more than finding jobs; it's a pivotal force propelling higher salaries and career advancement. Networking is the workout regimen your career muscle craves. Join us for an approachable journey to networking.

**May 16th at 10:30am: Facilitated by Albany and Warren - [bit.ly/GCRNetworking](https://bit.ly/GCRNetworking)**

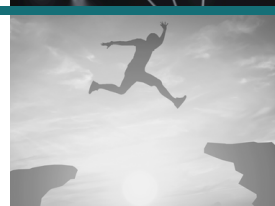
**May 28th at 10:30am: Facilitated by Schenectady - [bit.ly/SJTANetwork](https://bit.ly/SJTANetwork)**



## Overcoming Barriers

Join us for this informal glimpse into potential stumbling blocks to finding a job and some resources and strategies to help you meet your goals. Whether you're facing transportation needs, childcare needs, prior justice system involvement, inexperience, health concerns, or more - we're here to help connect you to resources!

**May 27th at 11am: Facilitated by Fulton-Montgomery-Schoharie - [bit.ly/GCR2Barriers](https://bit.ly/GCR2Barriers)**



## Social Media

Your social media presence can make or break your ability to find a job. Don't let your digital footprint hold you back. Learn how to use social media to your advantage in searching for a job and marketing yourself to land the job or career you've always wanted.

**May 22nd at 1:30pm: Facilitated by Schenectady - [bit.ly/SJTASocMed](https://bit.ly/SJTASocMed)**

