



## Tips On Finding A Job In A Tough Market



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*Over the past year, the "NY1 For You" hotline has gotten a lot of calls and e-mails regarding unemployment. NY1's Susan Jhun takes a look at the job market in this report.*

Despite the negative news about the job market, some recruiters say there are things you can do now to improve your chances of finding a job.

"For short term, anybody that has limited computer skills, to hone those computer skills, take some immediate courses that would help you compete with the workforce that's out there right now," said Frank Vincente of the employment agency ManPower.

Data entry and general office support jobs are available, even in the slow economy. And if you're looking for computer training, the New York IT Career Ladder Consortium offers it, not just to workers displaced by 9/11, but to the general public.

"Folks interested in applying for this should have a basic knowledge of how to use a computer and operate a mouse," said Julian Alssid, the director of the Workforce Strategy Center. "They should be able to type about 30 words a minute and should have an interest in learning Microsoft Office and ideally have a career that involves using that technology."

For more information on the program, call 212-204-1377.

If you just want to get some immediate leads or help with your resume, the State Department of Labor and the New York City Department of Employment have rolled out three of five Workforce One career centers. They're open in Manhattan, Queens and The Bronx, with Brooklyn and Staten Island on the way.

"Customers can come in and they can get information on jobs that are available," said Janet Clemetson, the director of Bronx Workforce One. "They can get information on their U.I. benefits, they can speak with a career counselor, they can also attend workshops to how to tweak their resume and hone their interview skills."

To contact the Workforce One career center, call 1-866-jobs-nyc or visit [www.nyc.gov/workforce1](http://www.nyc.gov/workforce1).

If you're seeking a career change, and not interested in starting over at the entry level, Vincente said ManPower sees a few active sectors, including accounting and finance, recruiting, general HR, and medical placement.

Finally, recruiters say employers often have a new budget for the new year and may actually be in the giving spirit, so take advantage of holiday festivities and network.

--*Susan Jhun*