

Fulton, Montgomery & Schoharie Counties



New York State Department of Labor Local Veterans' Employment Monthly Newsletter



December 2018

Veterans Crisis Line

Are you a Veteran in crisis or concerned about one?

Your mental health is a critical component to your overall wellness.

If you are experiencing mental health challenges, or suspect a family member would benefit from talking to a mental health provider, VA offers ways to help.

Veterans and their family members can connect with support through in-person appointments at local VA facilities, telehealth sessions, and online resources.

Learn more about how you or someone you care about can find help, either in your local community or online.

[https://
www.mentalhealth.va.gov/](https://www.mentalhealth.va.gov/)



Do you need a cover letter?

Cover Letters

The purpose of the cover letter is to:

- Introduce yourself to an organization
- Demonstrate your interest in the company or a job opening
- Draw attention to your resume and relevant skills
- Motivate the reader to interview you and learn why you are the best fit

Your cover letter is often the first contact you have with a prospective employer.

Cover Letter Openings

"I understand that your business is seeking an exceptional manager with strong accounting skills."

"Please accept my application for the position of customer service representative. I am qualified to apply based on possessing a high school equivalency diploma and four years of previous retail experience."

"I am interested in the clerical position at your company."

The Albany Stratton Veterans Affairs Medical Center Human Resources Office

The Albany Stratton VA Medical Center encourages individuals with a disability or disabilities to apply for employment. Individuals with disabilities are offered the opportunity to apply for employment even when there are no current position vacancies or open job announcements. People with qualifying disabilities can be appointed to Federal jobs non-competitively through a process called Schedule A. If you would like more information on your rights as an individual with a disability, consult the Federal Employment of People with Disabilities.

<http://www.opm.gov/policy-data-oversight/disability-employment/>

Albany Stratton Medical Center

Human Resources Office

113 Holland Avenue
Albany, NY 12208
518-626-6775

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**Ralph Grugnale, Disabled Veterans' Outreach Program
Representative**

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Amsterdam Workforce Career Center
2620 Riverfront Center, Amsterdam, NY 12010
(518) 842-3676 ext. 3058

Would you like to:

Earn your High School Equivalency Diploma?

Go back to school?

Receive specialized training?

Start a brand new career?

Not only can training and education help you get the job you are looking for, but it can also help you earn more. Regardless of your goals for getting additional training and education, our experienced workforce advisors can help you find what you are looking for. Workforce advisors can also help you explore your interests and find the training needed to help you get the job you want.

Visit your local New York State Career Center for more information.

Offices in Amsterdam, Gloversville & Cobleskill

Amsterdam:

2620 Riverfront Center

Amsterdam, NY 12010

Phone: (518) 842-3676

Fax: (518) 842-9823

Hours 8:30-4:30, Monday
through Friday

Cobleskill:

795 East Main Street Suite 4

Cobleskill, NY 12043

Phone: (518) 842-3676

Fax: (518) 234-4256

Hours 8:30-4:30, Monday
through Friday

Gloversville:

43-47 North Main Street

Gloversville, NY 12078

Phone: (518) 842-3676

Fax: (518) 773-8202

Hours 8:30-4:30, Tuesday
through Thursday