Employment Readiness Program

Army Community Service Fort Bragg, NC
Phone: (910) 396-2390/1425 Fax: (910) 396-8401

Searching for Employment

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EMPLOYMENT ORIENTATION

2004 Orientation Dates

(Pre-Registration Required)

Mar 02	*Apr 06*	*May 04*
Jun 01	*Jul 06*	*Aug 03*
Sep 07	*Oct 05*	*Nov 02*
	Dec 07	

TIME: *0900-1200*

PLACE: *Community Center, Town Hall, Bldg 1-3571, Knox and Randolph Streets*

Attend the orientation to obtain information on the current Fayetteville job market and employment assistance available to you. Local and on post employer representatives will discuss their agencies and employment opportunities within them. For more information and to register, please contact the Employment Readiness Program at: (910) 396-2390

CAREER DIRECTION

Evaluate your knowledge, skills and abilities to assist with choosing the right career path for you! Classes are from 10:00 A.M. to Noon on the following dates: March 16, April 20, May 18, June 15, July 13, August 17, September 14, October 12, November 16, and December 14.

EMPLOYMENT TOOLS

Obtain information/ assistance regarding resume writing and tips on completing applications. Also, review the need for cover and thank you letters, to include examples. Classes are from 10:00 A.M. to Noon on the following dates: March 17, April 21, May 19, June 16, July 14, August 18, September 15, October 13, November 17, and December 15.

FACE TO FACE: *The Interview*

Determine the most commonly asked interview questions, the questions YOU need to ask the employer, how to handle illegal questions and what you need to wear to win the job. Classes are from 10:00 to Noon on the following dates: March 18, April 22, May 20, June 17, July 15, August 19, September 16, October 14, November 18, and December 16.

JOB SEARCH STRATEGIES

Gather information about the nontraditional job search, the best ways to find a job in Fayetteville, and some secrets to job-hunting success. Classes are from 10:00 A.M. to 11:00 A.M. on the following dates: March 19, April 23, May 21, June 18, July 16, August 20, September 17, October 15, November 19, and December 17.

All classes are held in the community Center, the corner of Knox and Randolph Wing A. Pre-registration is required for all classes. Please contact the Employment Readiness Program at 396-1425/2390 to register.

Inside this issue:

- Career Direction
- Employment Tools
- Face to Face : *The Interview*
- Job Search
- *DO's* and *DON'Ts* of Answering an Employment Ad

THE GOAL

The Employment Readiness Program serves the following individuals:

- Active Duty
- Family Members
- National Guard
- DoD Civilians
- Spouses
- Reservists
- Retirees

The goal of the Employment Readiness Program is to assist families with the challenges associated with relocating within the military. The program helps minimize the impact by providing helpful information in relation to your job search process including resume development and job search strategies, etc. To acquaint the individual with the employment opportunities within the local community and Fort Bragg.

DOs and DON'Ts of Answering an Employment Ad

- *DO* send a cover letter, a resume, and any other information requested in the ad.
- *DO* indicate in your cover letter the position for which you are applying.
- *DO* tell in your cover letter and your resume what skills you have that relate specifically to the advertised job.
- *DO* include your name, address, and telephone number on your cover letter and resume.
- DO put your name on every page.
- *DO* write a separate cover letter for each job for which you are applying.
- *DO* make sure you meet the deadline stated in ad.
- *DO* include dates on your resume.
- *DON'T* type your cover letter and/or resume in all capital letters.
- *DON'T* make the cover letter too long. Be concise and to the point.
- *DON'T* make statements in your cover letter that are not backed up by your resume.
- *DON'T* answer the same ad more than once.
- *DON'T* put too much on one page.
- *DON'T* bury your experience related to the job. Emphasize it in your cover letter and/or in a summary section at the beginning of your resume.
- *DON'T* send a form cover letter.
- *DON'T* forget to proofread cover letter and resume before sending them to a prospective employer.

JANE DOE

OBJECTIVE

To contribute to an organization by using my administrative and customer service skills and training.

EDUCATION

Bachelor of Science degree in Business Administration with a minor in Human Resource Management, Memphis State University, Memphis, TN (1995).

EXPERIENCE

HUMAN RESOURCE MANAGER/OFFICE MANAGER. Westvaco, Memphis, TN (2001-present). Manage an office with over 15 employees. Prepare benefit packages and conduct seminars to explaining benefit requirements to Westvaco employees. Interview potential data entry employees as well as train and supervise them. Perform mass mailing projects by creating labels from a database of more than 35,000 entries. Distribute work to data entry staff members while simultaneously managing and re-ordering supplies.

ADMINISTRATIVE ASSISTANT. Olsten Staffing, Memphis, TN (1999-01). Excelled in a track record of promotion with Olsten after being hired on a temporary basis. Provided customer service to clients seeking employment. Helped train clients on usage of various computer software programs to prepare them for temporary administrative job assignments. Answered telephone. Operated and maintained office equipment such as fax machines, voice mail, copiers, printers, and credit card machines. Also ordered supplies and requested repairs on broken equipment.

COMPUTER SKILLS

Am familiar with computer software and hardware such as Microsoft Word, Excel, Publisher, PowerPoint, as well as PageMaker 6.5, Windows XP, Internet Explorer and various personal computers.

PERSONAL

Am actively involved with the United Way. Participate frequently with various fundraising events throughout the city of Memphis.

This is a sample resume showing some important aspects that potential employers look for when reviewing your resume.