

## SERVICES PROVIDED

- ▶ **CAREER COACHING**
- ▶ **FREE JOB SKILLS CLASSES**
- ▶ **WEEKLY JOB POSTINGS**
- ▶ **ATTIRE FOR HIRE PROGRAM**
- ▶ **SPOUSES TO TEACHERS /  
OPERATION REMAX**
- ▶ **JOB FAIRS**
- ▶ **HOME-BASED / SMALL BUSINESS  
COUNSELING**
- ▶ **RESUME ASSISTANCE**
- ▶ **REFERRALS &  
SKILLS ASSESSMENT**



[www.myarmylifetoo.com](http://www.myarmylifetoo.com)

## FREE WORKSHOPS OFFERED

### **Writing a Winning Resume**

A resume is a powerful marketing tool and your #1 ticket to getting job interviews...Make it Count! This class will focus on the basics of resume & cover letter writing, the executive summary, and techniques to market your skills and accomplishments.

### **Making a Great First Impression**

Your resume got you the interview...the interview is going to get you the job. *First impressions DO count!* This class will discuss types of interviews, how to prepare, and the parts of any interview. You will learn how to answer difficult, common, and illegal interview questions, tips on salary negotiation, how to dress for success, and proper follow-up.

### **Ten Steps to a Federal Job**

Navigating the civil service system can be a difficult task. This class will cover the application process for federal jobs, including the RESUMIX system. You will learn tricks to market your federal resume and get past that initial screening.

### **Creating Connections**

Whether you are looking for a new job, trying to get ahead in your career, or building a business, connecting and building relationships with other people is the best way to reach your goals. It is estimated that 65-85% of jobs are found through networking! This class will teach the basics for those new to networking and more sophisticated techniques for more experienced net workers.

### **Career Exploration & Planning**

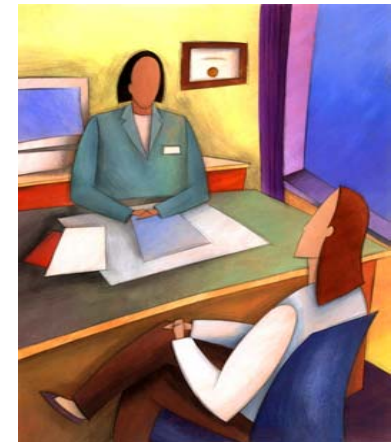
This workshop will focus on the basics of career planning and goal setting. Through self-assessment techniques and discussion, participants will identify values, skills, interests, and personality traits that will assist them in developing a career profile and plan of action.

### **Jumpstart Your Job Search**

How effective has your job search been? Learn proven techniques and powerful methods to land your ideal job!

# ACS

## EMPLOYMENT READINESS PROGRAM



**Army Community Service**  
Building 2494, Ricker Road  
Fort Bliss, Texas 79916  
(915) 568-1132  
Fax: (915) 568-3157  
<http://www.blissmwr.com/erp/>

## THE JOB SEARCH

Planning your career begins with *having a goal*. To determine what your career goal is ask yourself these questions:

- What do I like to do?
- What am I good at?
- What can I offer an employer?
- What would be my ideal job?

You have summarized your goal, now it's time to develop your career objective/focus.

A career objective/focus can be simple:

*“Medical Coder”*

Or it can be more complex:

*“To contribute to a company's marketing and communication success through my skills in sales, advertising and public relations.”*

Which one you choose will depend on the job as well as your personal choice.

*Now it is time to prepare your resume.....*

## YOUR RESUME

### What is a Resume?

A resume is your *ticket to an interview* with a prospective employer. It is a summary of your skills, achievements, experiences, and education. This is the primary tool of your job search.

### 30 Seconds is All You Get!

An employer takes an average of 30 seconds to review a resume before deciding whether or not to call that person for an interview, so...



### Make It Count!

- Professional and easy to understand
- One to two pages in length
- White, off-white, or light gray resume paper
- Target and quantify your accomplishments
- Do not list references but have them available

*Get ready for your interview .....*

## THE INTERVIEW

*You only get ONE chance to make a first impression.*

### Keep these Things in Mind:

- Be on time (or early)
- Dress professionally
- Know the company
- Bring several copies of your resume
- Have references available
- Speak clearly, slowly, and thoughtfully
- Practice explaining your work experience and accomplishments

### Sample Interview Questions

- Tell me about yourself.
- What motivates you?
- Why should I hire you?
- Why do you want to work for us?
- What do you know about our company?
- Do you prefer working with others or independently?
- You've Changed jobs & frequently. Why?
- What is your greatest strength? Weakness?



*AND..... Always Follow Up!*

Don't forget to send a thank-you letter to those who interviewed you.