



FORT DRUM EMPLOYMENT READINESS PROGRAM

Educate, Empower, Employ!

Helping Soldiers, Military Family Members, and DOD Civilians find Employment

Fort Drum's Employment Readiness Program (ERP) offers a variety of resources to enhance your job search. ERP is designed to assist the Fort Drum community in gaining knowledge on employment opportunities, current job searching trends, resume consultations and various employment related workshops.

If you have any questions about Fort Drum's ERP services or would like to schedule an appointment with an Employment Educator, please contact:

(315) 772-9611 / 2737 / 1090

Available Resources & Services

- Weekly Job Bank with Local and National Opportunities
- One-on-one Career Counseling
- Resume & Cover Letter Writing Assistance
- Mock Interview Preparation
- Free Resume Paper
- Career Resource Library
- Computer Lab with Internet



Find us on
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LIVE JOB BANK WITH FULL JOB DESCRIPTIONS!
FEDERAL AND CIVILIAN RESUME TIPS!
VIRTUAL CAREER FAIR ANNOUNCEMENTS!

www.facebook.com/fortdrumemployment



EMPLOYMENT READINESS PROGRAM - 2012 WORKSHOP SCHEDULE

Build Your Own Business: Learn the ins and outs of starting your very own business

9:30am-11:30am at ACS

The Small Business Development Center (SBDC) at Jefferson Community College (JCC) provides the ins and outs of starting a new business. In this workshop you will learn fundamentals to start, finance, and run your own company.

January 11	February 15	March 13
April 10	May 8	June 13
July 18	August 8	September 12
October 10	November 14	December 12

Employment 101: Job Search, Write Your Resume & Cover Letter and Ace an Interview

9:30am-11:30am at ACS

***Job Search**—You will be given the information and skills to conduct a well-planned and successful job search in the Fort Drum/ Watertown area.*

***Resume & Cover Letter Writing**—You will learn the basics of resume and cover letter writing so you can create a resume that stands out above the rest!*

***Interviewing**—You will learn how to prepare for and understand the process of interviewing.*

January 12	February 9	March 8
April 5	May 10	June 7
July 10	August 9	September 6
October 18	November 6	December 6

Computer Basics for Job Seekers: Provided by Jefferson Express from JCC. **Space is limited. RSVP required.**

9:30am-11:30am at ACS

Jan 31— Computer Basics	Feb 28- Basic Excel
Mar 19— Intro to the Internet & Searching	Apr 24-Intro to Word
May 30-Intro to Power Point	June 27-Intro to Internet
Jul 31-Basic Excel	Aug 29-Intro to Word
Sept 25-Tentative: Intro to Word	

Federal Employment Workshop: Learn the ins and outs of the Federal Employment System

9:30am-11:30am at ACS

Federal Employment often times is very frustrating and confusing. In the Federal Employment Workshop you will learn everything from benefits, to searching and applying for your dream job, to writing an effective federal resume!

January 26	February 23	March 22
April 26	May 24	June 28
July 26	August 30	September 27
October 11	November 8	December 13

Career Development Seminars: Each month we will talk about current job trends, job leads, employer information and learn skills to enhance your career goals

9:30am-11:30am at ACS

Jan 18 - Career Fair Preparation
 Feb 22 -Your Career & Life Portfolio
 Mar 14 -Networking with LinkedIn
 Apr 11 -Career Fair Preparation
 May 16 -Finding a Job using Social Networking
 Jun 20 -Negotiating Job Offers
 Jul 25 -Your Career & Life Portfolio
 Aug 15 -Facebook for Marketing Development
 Sept 26 -Work from Home Career Fair
 Oct 17 -Career Fair Preparation
 Nov 21 -Negotiating Job Offers
 Dec 19 -Networking with LinkedIn

Resume Writing Computer Lab: Use the ERP computer lab and Resume software to prepare and write your resume. **9:30am-10:30am at ACS**

February 13	March 12	April 16	May 14	June 11	
July 16	August 13	September 10	October 22	November 12	December 10

For more information and to sign up for a workshop call the ERP office at (315) 772-9611 / 2737 / 1090