

West Point ACS Employment Readiness Program Schedule

January/ February / March 2012

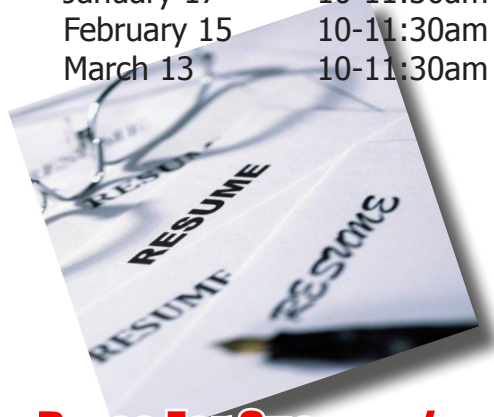
A brief description of classes can be found on reverse side of flyer

Secrets to Resume Success

February 1	10-11:30am
March 1	10-11:30am

Federal Resume Writing Workshop

January 17	10-11:30am
February 15	10-11:30am
March 13	10-11:30am



Networking 101

January 10	2-3pm
February 10	2-3pm
March 8	1-2pm



Dress For Success/ Interview Skills

January 12	2-3pm
February 7	10-11am

Ten Steps to a Federal Job

January 18	1-3pm
March 14	1-3pm

All workshops are held in the ACS Training Room, Bldg. 622 unless otherwise noted.

**For more info, please call
938-5658**



westpointmwr.com

Class Descriptions

Secrets to Resume Success

How to write an effective resume, understanding how to read a job announcement, how to submit your resume/application and marketing yourself and your transferable skills.

Interview/ Dress for Success

Discuss interview procedures, types, and questions; discuss appropriate attire for interviews and the workplace.

Networking 101

Basic Networking skills for the 21st Century

Federal Writing Resume Workshop

Takes clients through the various websites, how to read a job announcement, how to identify key words, KSA development, and how to submit their on-line RESUMIX resume.

Ten Steps to a Federal Job

Learn how to navigate the federal CPOL system and how to prepare a federal resume using Kathy Troutman's techniques.