

West Point ACS Employment Readiness Program Schedule

October / November / December 2011

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

Secrets to Resume Success

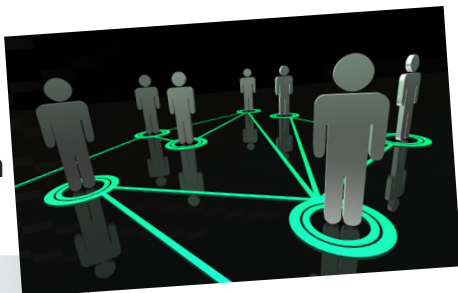
October 3	10-11:30am
November 2	10-11:30am
December 12	10-11:30am

Federal Resume Writing Workshop

October 18	10-11:30am
November 17	1-2:30pm
November 30	10-11:30am

Networking 101

October 17	2-3pm
November 14	10-11am
December 14	1-2pm



Dress For Success/ Interview Skills

October 4	2-3pm
November 7	10-11am
December 19	10-11am

Ten Steps to a Federal Job

November 8	10-12am
December 7	10-12am

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 Kath Troutman's techniques.