

FORT CARSON EMPLOYMENT READINESS PROGRAM

January-March 2024 Class Schedule

LinkedIn Fundamentals

Jan 4th - 1:30pm-2:30pm
No February 2024 Class
Mar 7th - 1:30pm-2:30pm

Resume Essentials

Jan 10th - 1:30pm-2:30pm
Feb 7th - 9:30am-10:30am
Mar 6th - 1:30pm-2:30pm

Federal Employment Tools

Jan 17th - 1:30pm-3:00pm
Feb 14th - 9:30am-11:00am
Mar 13th - 1:30pm-3:00pm

Interview Skills & Techniques

Jan 18th - 1:30pm-2:30pm
Feb 15th - 9:30am-10:30am
Mar 14th - 1:30pm-2:30pm

Navigating USAJOBS

Jan 23rd - 1:30pm-2:30pm
Feb 27th - 9:30am-10:30am
Mar 26th - 1:30pm-2:30pm

Federal Resume 101

Jan 25th - 1:30pm-2:30pm
Feb 29th - 9:30am-10:30am
Mar 28th - 1:30pm-2:30pm

All Federal workshops include Military Spouse Preference information!
All ERP classes are offered in a blended format. You may attend in-person or virtually through the Teams platform.

Register at www.carson.armymwr.com/calendar or call 719-526-0452

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Class Descriptions

LinkedIn Fundamentals: Learn how to build your professional identity and brand on this platform by understanding its functions and capabilities. Understand how to make connections and develop professional relationships to help your job search.

Resume Essentials: This course will teach you how to develop a competitive private sector resume. Learn about the different resume formats, how to tailor your resume to fit a specific job and examine current resume trends.

Federal Employment Tools: Create and build a complete usajobs.gov profile, make it searchable, learn how to search and apply for federal positions in one 90 minute course.

Interview Skills & Techniques: Join this interactive workshop to learn what common interview mistakes to avoid. Discuss frequently asked questions. Cover tips and trends and learn how to effectively interview for the job.

Navigating USAJOBS: Searching and applying for federal jobs is different than the civilian job search process. Learn about the federal hiring process, how to navigate usajobs.gov and tips and techniques on how to make the most of your job search.

Federal Resume 101: Did you know that there are differences between the private sector resume and federal resume? This class will cover the required elements of the federal resume and teach you how to write and tailor your resume to federal job announcements.

***Military Spouse Preference:** Are you a Military Spouse interested in federal employment? You may be eligible for Military Spouse Preference (MSP) when applying for Department of Defense (DoD) positions. Learn the requirements and documentation needed for MSP and other federal Military Spouse hiring authorities during the Federal Employment Tools, Navigating USAJOBS, and Federal Resume 101.

For resume reviews, interview prep session or career counseling & assessment, contact an ERP Specialist.

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