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Job placement Boot Camp Series

Second Course: Job Placement Assistance

36 Hours

Objective: Now more than ever it is important for the job seeker to develop, to be aware of, and to apply the most effective strategies to acquire gainful employment. This course provides techniques to create a perfect resume and cover letter customized for each job application, which helps to find an employer whose requirements matches the desired job needs of the applicant. The veteran will acquire a thorough understanding of how the proper job search methodology will help in finding and retaining employment regardless of the country's economic conditions. This is an engaging hands-on course.



Free Repeat: Two FREE repeat sessions of workshop for eligible individuals.

Course Syllabus

- Getting organized
- How to answer the most difficult questions in the interview
- How to find where the jobs are
- How to search for the job with precision – A Target Search
- How to find out employer information with an ad listing PO Box
- Job Bank--lists vacant positions on by area employers
- Target market to specific employers -- provides potential employers with brief qualification descriptions of job bank members
- Newslines--a newsletter distributed to all subscribers
- Motivational programs, workshops, and Myers-Briggs testing to enhance job-search skills
- JOB CONSULTATIONS--assists individual job-seekers with motivation and defining goals and job strategies.
- How to dress properly for the interview
- Networking with people
- Maintaining a job Log
- Use of the Public Library
- Reading newspaper
- Non-traditional avenues
- Networking Occasions
- Placement Services
- College Placement Offices
- Private Career Services
- Employment Support Groups
- Professional Associations
- Job Boards
- Personnel Offices
- Staying Motivated

Our staff is available to assist on case-by-case basis to help veterans get a job



Methodology: Training is offered partly in person, via webinar bases and telephonically, plus an individual coaching format. The majority of training and assignments are in a hands-on, closely coached environment. Materials such as video tapes, books, fliers, guidance material and multimedia presentations will be utilized.

Attendance Requirement: Each veteran enrolled in this program must attend at least 85% of classes in order to graduate. In addition, each veteran must complete all projects, participate fully, and demonstrate the ability to perform the various tasks required of a successful job seeker. Veterans with full participation will qualify to repeat the course for free if not hired by the end of the program.

Resources Available for review

- Military-to-Civilian Career Transition Guide
- Getting to Know Your Skills DVD
- Expert Resumes for Military-to-Civilian Transitions Second Edition
- Transferable Skills Scale
- Job Search Knowledge Scale
- Military-to-Career Transition Inventory
- 150 Best Jobs for the Military-to-Civilian Transition
- Expert Resumes for Military-to-Civilian Transitions, Second Edition
- Quick Military Transition Guide booklet
- Military-to-Career Transition Inventory
- Essential Soft Skills for Career Success
- How to Ace an Interview
- What to do Before, During, and After an Interview
- What Employers Want From Their Employees
- Fighting Job Loss and Unemployment Woes
- Resume Magic, 4th Ed: Trade Secrets of a Professional Resume Writer
- How to Say It on Your Resume: A Top Recruiting Director's Guide to Writing the Perfect Resume for Every Job
- Cover Letter Magic, 4th Ed: Trade Secrets of Professional Cover Letter Writers
- Interview Magic: Job Interview Secrets from America's Career and Life Coach
- Get Job Fast, Author Saleem Sheikh
- List of job related web sites, printout and a click-able CD link version
- Fliers and handouts
- Successful Career Skills by ICDC
- Job Seeking Skills Handbook
- No One Is Unemployable by Elizabeth