



# EMPLOYMENT READINESS PROGRAM

UNLOCK YOUR POTENTIAL!

The Employment Readiness Program (ERP) provides career assistance to Soldiers, Family Members, DOD Civilians, Retirees, and Reservists. Employment Readiness Specialists provide workshops as well as one-on-one appointments to assist with job searching, resumes, interviews, networking, as well as professional development. ERP maintains partnerships with local and national employers and agencies in order to present job opportunities to the Fort Carson community.

By appointment	Portable Classes "On-Demand"	Call (719) 526-0452 to schedule	ERP Staff is available to present to units, SFRG's and other small and large groups as program schedule permits.
Monthly	Military Spouse Preference (MSP) and Federal Employment	3rd Wednesday of the month	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.
Monthly	Resume Essentials	2nd Wednesday of the month	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 posting, and examine current resume trends.
Monthly	Navigating USAJOBS	4th Tuesday of the month	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.
Monthly	Federal Resume 101	4th Thursday of the month	Did you know that there are some 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.
Monthly	LinkedIn Fundamentals	1st Thursday of the month	Learn how to build your professional brand on this professional networking platform. Understand how to make connections and develop professional relationships to help in your job search.
Bi - Monthly	Interview Skills & Techniques	3rd Thursday of every other month	Join this interactive workshop to learn what common interview mistakes to avoid and discuss frequently asked questions. Cover tips and trends and learn how to effectively interview for the job.
By Appointment	Resume Review	Call (719) 526-0452	This one-on-one Resume Review appointment can help you perfect your resume before your interview. Please note: Before your appointment, you'll need to create a draft of a resume (Civilian or Federal). During your appointment you'll edit these drafts with the assistance of an ERP specialist.
			
Every Summer	Professional Development and Career Exploration for Teens	Every Summer , please visit website for specific dates and times. Call (719) 526-0452 to schedule one-on-one.	ERP invites Mountain Post teens and their parents to join us for workshops guaranteed to launch your teen into a productive future whether they are contemplating college trade school, a gap year, military service or if they are uncertain about what lies ahead. Workshops will cover: Resume Writing & Completing Applications, Volunteering, Interview Preparation, Scholarships, FAFSA and Q&A with colleges.
	Walk-Ins	Call for an appointment: (719) 526-0452	Walk-in availability is limited and an appointment may be required.
Online	Job Spotlight	Found on our website	New jobs sent directly from employers seeking to hire now are updated weekly on our website under the "Job Spotlight" tab. Several of these employers are Military Spouse Employment Partnership partners committed to recruit, hire, promote and retain Military Spouses. View the most recently posted jobs and be the first to apply! <a href="http://www.carson.armymwr.com/programs/employment-readiness">www.carson.armymwr.com/programs/employment-readiness</a>

FIND CLASS DATES & REGISTER ON OUR WEBSITE: [WWW.CARSON.ARMYMWR.COM/ACS](http://WWW.CARSON.ARMYMWR.COM/ACS) • (719) 526-4590



## PARTNERSHIPS

Hiring Our Heroes <https://www.hiringourheroes.org/>

The Hiring Our Heroes (HOH) initiative launched in March 2011 as a nationwide effort to connect veterans, service members, and military spouses with meaningful employment opportunities including fellowships, career intensives, hiring fairs and career transition resources.

Civilian Personnel Advisory Center (CPAC) <https://www.carson.army.mil/organizations/cpac.html>

CPAC strives to develop and deliver a customer focused, management owned civilian personnel management program that will attract, develop, and retain a diverse and highly competent civilian workforce. Partner with managers in accomplishing the mission by helping insure the civilian workforce is highly trained, well-informed and fairly treated.

Military Spouse Career Coalition [www.coloradospringmscc.com](http://www.coloradospringmscc.com)

The mission of the coalition itself is to empower all military spouses in pursuit of meaningful careers and/or livable wages and diminish legislative barriers along the way.

Military Spouse Employment Partnership <https://msepjobs.militaryonesource.mil/msep/>

The Department of Defense Military Spouse Employment Partnership (MSEP) connects military spouses with hundreds of partner employers who have committed to recruit, hire, promote and retain military spouses.

Pikes Peak Workforce Center [www.ppwfc.org](http://www.ppwfc.org)

The Pikes Peak Workforce Center connects vital businesses with work-ready job seekers and employer-driven services.

Spouse Education and Career Opportunities (SECO) <https://mycaa.militaryonesource.mil/mycaa/resources>

For My Career Advancement Account Scholarship Information and Assistance, Spouse Education and Career Opportunities Career Coaches - 1-800-342-9647.

Army Transition Assistance Program [www.armytap.army.mil](http://www.armytap.army.mil)

The Army Transition Assistance Program (TAP) is a centrally funded commanders program that provides transition assistance services to eligible Soldiers. Public Law is the foundation of the Transition Assistance Program initiative, along with DOD and Army policy.

## JOB SEARCH ENGINES

Employment Readiness Program (Job Spotlight) <https://carson.armymwr.com/programs/employment-readiness>

Federal Employment [www.usajobs.gov](http://www.usajobs.gov)

CareerOneStop [www.careeronestop.org](http://www.careeronestop.org)

LinkedIn [www.linkedin.com](http://www.linkedin.com)

Military Spouse Employment Partnership <https://myseco.militaryonesource.mil/portal/msep/jobsearch>

Connecting Colorado [www.connectingcolorado.com](http://www.connectingcolorado.com)

City of Colorado Springs Careers <https://www.governmentjobs.com/careers/cosprings>

El Paso County Careers <https://www.governmentjobs.com/careers/ElPasoCountyCo>

## LICENSES & CERTIFICATES

Onward to Opportunity [www.ivmf.syracuse.edu/programs/career-training](http://www.ivmf.syracuse.edu/programs/career-training)

MYCAA <https://mycaa.militaryonesource.mil/mycaa>

Colorado Department of Regulatory Agencies <https://www.colorado.gov/dora-military>

Colorado Department of Education <https://www.cde.state.co.us/>

Ready to Rise - Professional Training & Certifications <https://www.ppwfc.org>

## RESUME TOOLS

ACS Employment Readiness Program <https://carson.armymwr.com/programs/employment-readiness>

Military Spouse Employment Partnership <https://msepjobs.militaryonesource.mil/msep/>

## EDUCATION

Military OneSource <https://www.militaryonesource.mil/education-employment>

Pikes Peak Community College [www.ppec.edu](http://www.ppec.edu)

University of Colorado, Colorado Springs [www.uccs.edu](http://www.uccs.edu)

Colorado State University-Pueblo [www.csupueblo.edu](http://www.csupueblo.edu)

