



# EMPLOYMENT READINESS PROGRAM

UNLOCK YOUR POTENTIAL!

The Employment Readiness Program (ERP) offers resources to help with your career plan and job search. Whether you're a military spouse or Family member who just moved to a new installation, retiree, DoD Civilian looking for new opportunities, or active duty military, Active Reserve, National Guard member, or Wounded Warrior, we're here to help. ERP maintains partnerships with numerous agencies, local and national employers in order to share job opportunities to the Fort Carson community.

	Walk-Ins	Walk-in availability is limited and an appointment may be required. To schedule an appointment, call (719) 526-0452
By Appointment	Resume Review (719) 526-0452	This one-on-one Resume Review appointment can help you perfect your resume. Please note: Before your appointment, you'll need to create a draft of a resume (Private or Federal). During your appointment you'll edit these drafts with the assistance of an ERP specialist.
Online	Job Spotlight <i>Found on our website</i>	New jobs sent to the ERP team 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/acs/employment-readiness-program">www.carson.armymwr.com/programs/acs/employment-readiness-program</a>
Monthly	Federal Employment Tools	Are you interested in federal employment? Do you want to learn how to build your USAJOBS.gov profile, search for jobs, how to build a federal resume, and how to apply for federal jobs with a federal in one 90-minute workshop? Learn about Military Spouse Preference (MSP) and Veteran's Preference, requirements, and documentation needed.
Monthly	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 posting, and examine current resume trends.
Monthly	Navigating USAJOBS	Search for federal jobs on <a href="http://www.USAJOBS.gov">www.USAJOBS.gov</a> . Learn about the federal hiring process, build a complete profile, learn about Military Spouse Preference (MSP), and tips & techniques on how to make the most of your federal job search.
Monthly	Federal Resume 101	Discover how to build, format, and apply for jobs using your federal resume! This class will cover the required elements of the federal resume, how to write and tailor your resume to federal job announcements, how to include MSP, and how to apply for jobs.
Monthly	LinkedIn Fundamentals	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. Maximize your job search and skill building opportunities using this free application!
Monthly	Interview Skills & Techniques	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. Mock interviews are available by appointment only.
Every Summer	Professional Development and Career Exploration for Teens	ERP invites Mountain Post teens and their parents to join us for workshops guaranteed to launch your teen into a productive future. Workshops will cover: Resume Assistance, Completing Applications, Volunteering, & Interview Preparation.
By Appointment	Portable Classes "On Demand" To schedule, call (719) 526-0452	ERP Staff is available to present to units, SFRG's, and other groups as program schedule permits.

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



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## 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://home.army.mil/carson/index.php/my-fort/employees>

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 <https://coloradosprings.gov/mscc>

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://myseco.militaryonesource.mil/portal/>

The Department of Defense Spouse Education and Career Opportunities program provides Education and Career Guidance to military spouses worldwide and offers comprehensive resources and tools for all stages of your career progression.

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) [www.carson.armymwr.com/programs/acs/employment-readiness-program](http://www.carson.armymwr.com/programs/acs/employment-readiness-program)

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/jobs>

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

City of Colorado Springs Careers [www.governmentjobs.com/careers/cosprings](http://www.governmentjobs.com/careers/cosprings)

El Paso County Careers [www.governmentjobs.com/careers/ElPasoCountyCo](http://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://dora.colorado.gov/>

Colorado Department of Education [www.cde.state.co.us/](http://www.cde.state.co.us/)

## RESUME TOOLS

ACS Employment Readiness Program [www.carson.armymwr.com/programs/acs/employment-readiness-program](http://www.carson.armymwr.com/programs/acs/employment-readiness-program)

Spouse Education and Career Opportunities <https://myseco.militaryonesource.mil/portal/topic/resume-building>

## EDUCATION

Military OneSource [www.militaryonesource.mil/education-employment/seco](http://www.militaryonesource.mil/education-employment/seco)

Pikes Peak State College [www.pikespeak.edu](http://www.pikespeak.edu)

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

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

