



# EMPLOYMENT READINESS PROGRAM

UNLOCK YOUR POTENTIAL!

The Employment Readiness Program (ERP) offers resources to help with your career plan, job search. Whether you are a Family member, Retiree, DoD Civilian, Active-duty military, Active Reserve, National Guard member, or Wounded Warrior, we are here to help. ERP maintains partnerships with numerous agencies, local and national employers in order to share job opportunities with you and 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 will need to attend a resume workshop and 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 monthly on our website under the "Job Spotlight" tab. Many of the employers are committed to recruiting, hiring those from the military community. View the most recently posted jobs and be the first to apply! Visit the ERP webpage to sign-up for the monthly Job Spotlight, delivered directly to your desktop! <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 a complete USAJOBS.gov profile, search for jobs, how to build a federal resume, and how to apply for federal jobs in a 90-minute workshop? Learn how to competitively qualify for positions and how to read the vacant job announcements.
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. Download Free resume templates from the ERP website!
Monthly	Navigating USAJOBS	Search for federal jobs on <a href="http://www.USAJOBS.gov">www.USAJOBS.gov</a> . Learn about the federal hiring process, how to build a complete profile, how to search for your skills, what necessary documents to upload, and tips & techniques on how to make the most of your federal job search.
Monthly	Federal Resume 101	Discover how to build and edit your federal resume and apply to job announcements. This class covers the required elements of the federal resume, how to write and tailor your resume to federal job announcements, and how to apply for jobs.
Monthly	LinkedIn Fundamentals with Free Professional Headshots	Learn how to build your professional brand and search for opportunities on LinkedIn! Understand how to build networks and professional relationships to maximize your job search. Take Free professional headshots to complete your profile and learn more LinkedIn features.
Monthly	Interview Skills & Techniques	Join this interactive workshop to learn what common interview mistakes to avoid and discuss frequently asked questions. Cover the tips and trends and learn how to effectively interview for the job. Mock interviews, whether in a panel or individual format, are available by appointment.
Quarterly	Digital Portfolios	Learn how to build a captivating digital portfolio that highlights your unique talents and skills!
Every Summer	Professional Development and Career Exploration for Teens	ERP invites Mountain Post teens, young adults, along with their parents, to join us for workshops guaranteed to launch your teen into a productive future. Workshops will cover: Resume Assistance, Completing Applications, Volunteering, and Interview Preparations.
By Appointment	Portable Classes "On Demand" To schedule, call (719) 526-0452	ERP Staff is available to present select classes to units, Soldier and Family Readiness Groups (SFRGs), and other groups as program schedule permits.



TTY/TDD Dial 711 and give the toll-free number 800-342-9647

En español llame al 800-342-9646

For additional languages and support services, call 800-342-9647



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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 (MSCC) <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 (MSEP) <https://msepjobs.militaryonesource.mil/msep/>

The Department of Defense Military Spouse Employment Partnership (MSEP) connects military spouses with hundreds of partner employers in the private sector who are committed to recruiting and hiring military spouses.

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

The Pikes Peak Workforce Center (PPWC) connects 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 (SECO) 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 (TAP) [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)

My Career Advancement Account Scholarship Program (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)



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