



# 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.	ACS Center Bldg. 1201 OR Unit Footprint
Monthly	Military Spouse Preference (MSP) and Federal Employment	3rd Wednesday of the month	Did You Know? As a Military Spouse you may be eligible for Military Spouse Preference (MSP), educational opportunities through MyCAA, and licensure and certification assistance. Learn the requirements and documentation needed for these and other Military Spouse employment and educational opportunities.	ACS Center Bldg. 1201
Monthly	Write a Winning Resume	2nd Wednesday of the month	Trouble getting calls from your resume? Starting new and want to learn the best practices in resume writing? This course details how to tailor your resume to fit a specific job posting and examine current resume trends.	ACS Center Bldg. 1201
Monthly	Federal Resume and USAJobs.gov	4th Tuesday of the month	Searching and applying for federal jobs is different than the civilian job search process. ERP will give you tips and hints on how to make the most of your job search and how to write and tailor your resume to a federal job announcement.	ACS Center Bldg. 1201
Twice a month and by appointment.	Professional Development Series	1st & 3rd Thursday of the month	This series will include workshops with a different focus each month. Topics will include: LinkedIn Fundamentals & Personal Branding, Career Exploration, Business Etiquette, Interviewing, Credentialing and much more!	ACS Center Bldg. 1201
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. Attendance in one of our Resume Writing Workshops required before appointment.	ACS Center Bldg. 1201
Every Summer & Fall	Professional Development and Career Exploration for Teens	Every Summer and Fall, 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.	ACS Center Bldg. 1201
	Walk-Ins	Call for an appointment: (719) 526-0452	Walk-in availability is limited and an appointment may be required.	ACS Center Bldg. 1201
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>	Online

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

ACS Inclement Weather Policy: If the installation is on a 2 hour or less delay, ACS events will be adjusted to a 9:30 a.m. start time with the exception of the Family Enrichment events (i.e., AFTB, FRG, ITC, Rear D), those will start at their regular start time. If the installation is closed (2 or more hours), ACS classes will be canceled & rescheduled. For installation weather notifications, visit [www.carson.army.mil](http://www.carson.army.mil) or call (719) 526-0096. Updated: November 2021

## 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.coloradospringsmscc.com](http://www.coloradospringsmscc.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.ppsc.edu](http://www.ppsc.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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