



## MILITARY SPOUSE EMPLOYMENT READINESS CENTER

The Employment Readiness Program provides information, resources and career counseling to help you focus on your strengths and reach your career goals.

### All services are free and include:

- Career Counseling
- Career Center/Internet Access/Fax/Phone/Photocopier
- FREE Self-paced MS Office Suite Computer Training
- Job Bank and Employer Referrals
- Resume Assistance
- Employment Resource Library
- Work-from-Home Opportunities
- Family Member Scholarship Websites
- Teen Employment Resources
- Career Fairs
- Employment Workshops



QR CODE FOR ERP WEBSITE

**Army Community Service Center**  
**MG John A. Renner Building, 9810 Lee Road**  
**Fort Jackson, SC 29207**

**Telephone: (803) 751-5256    Hours of Operation: M-F 0730-1630**

**\*See reverse side for JULY/AUGUST/SEPTEMBER employment training workshops**

To view up-coming special hiring events/seminars go to:  
<https://jackson.armymwr.com/us/jackson/programs/employment-readiness-program>

## ACS EMPLOYMENT READINESS PROGRAM 2017 TRAINING SCHEDULE

**RSVP is requested 2 business days before the workshop date. Please call 803-751-9460/5256/5452**

Workshops are open to all service members, retirees, NG/Reservist (active/ inactive status), Family Members, Survivors and DOD Civilians  
Employees

WORKSHOP TITLE	DATE	TIME	LOCATION
<b>JULY</b>			
Job Searching Strategies for Military Spouses	July 11	0830-1200	ACS Center-9810 Lee Rd
Professional Networking on Linked-In	July 12	0900-1100	ACS Center-9810 Lee Rd
Federal Employment for Military Spouses	July 18	0900-1200	ACS Center-9810 Lee Rd
Job Searching Strategies for Military Spouses	July 25	0830-1200	ACS Center-9810 Lee Rd
<b>AUGUST</b>			
Federal Employment for Military Spouses	August 8	0900-1200	ACS Center-9810 Lee Rd
Job Searching Strategies for Military Spouses	August 11	0830-1200	ACS Center-9810 Lee Rd
Boots to Business 2- day Small Business Workshop <b>Call (803) 751-4109 to RVSP.</b> Open to transitioning service members and military spouses	August 14 & 15	0830-1630	Education Center 4600 Strom Thurmond Blvd. Room B-203
Job Searching Strategies for Military Spouses	August 22	0830-1200	ACS Center-9810 Lee Rd
Stand Out-Resumes with Results!! BlueCross BlueShield Resume Writing and Interviewing	August 29	0900-1200	ACS Center-9810 Lee Rd
<b>SEPTEMBER</b>			
Job Searching Strategies for Military Spouses	September 5	0830-1200	ACS Center-9810 Lee Rd
Federal Employment for Military Spouses	September 8	0900-1200	ACS Center-9810 Lee Rd
Stand Out-Resumes with Results!! BlueCross BlueShield Resume Writing and Interviewing	September 12	0900-1200	ACS Center-9810 Lee Rd
Federal Employment for Military Spouses	September 22	0900-1200	ACS Center-9810 Lee Rd
Job Searching Strategies for Military Spouses	September 26	0830-1200	ACS Center-9810 Lee Rd
Simple Steps to Starting a Small Business 5-week small business course presented by SCORE Dates: 29 Sept, Oct 6, 13, 20, 27	September 29	0900-1200	ACS Center-9810 Lee Rd

**Job Searching Strategies for Military Spouses.** Seeking employment on Fort Jackson or in the surrounding area? Get a jump-start on your job search by obtaining relevant information about employment, education and volunteer opportunities. All military spouses of active duty/retired military personnel and Survivors will be eligible to enroll in the ERP to receive one-on-one employment assistance, receive daily e-mail job alerts, have resume sent to prospective private sector employers and be eligible to complete Free on-line MS Office Suite classes!!

**Steps to Federal Employment for Military Spouses.** Attention job seekers! Looking for Federal Employment? This workshop will walk you through every step of the way!! Learn how to create a federal resume, navigate, USAJOBS, military spouse preference registration process and understand the difference between civil service and Nonappropriated Fund (NAF) positions.

**Stand Out!! Resume with Results! Resume Writing/Interviewing Skills.** This workshop is designed to provide you with tools and knowledge useful in building your resume and improving your interviewing skills. Workshop is *conducted by BlueCross BlueShield Human Resources Department*. Excellent opportunity to network with BCBS personnel!! Open to everyone!!! Many of our clients who attend this class had success in being employed with SC BlueCross BlueShield. Bring your resume and have HR staff critique it.

**Simple Steps to Starting a Small Business.** This is a 5-part series that will give you the tools, information and advice you need to turn your dream into success. You'll learn the essentials of business startup, get action steps, and receive one-on-one mentoring. The ACS Employment Readiness Program has partnered with SCORE to bring this dynamic, interactive program *called Simple Steps for Starting Your Business* to Fort Jackson. Dates: September 29, October 6, 13, 20, 27.

**Boots to Business.** Sponsored by the U.S. Small Business Administration (SBA) and provides information on small business ownership, business concepts, business plan, start-up capital, contracting information and free technical assistance.

