

Career Monthly

Reflections



2011 Final Edition

www.hoodmwr.com/acs/erb.html

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Job Search Essentials

You've been searching for a new job for the past six months, but you can't seem to find the right fit. With the New Year approaching (make a resolution), maybe it's time to throw out your old approach and try something different. Understand your local job market prior to beginning your job search. Get started with these strategies.

Set Realistic Expectations-Setting realistic career expectations is key to conducting a successful job search. If you are not seasoned in your field of choice, look for positions that will let you broaden your skills.

Review Your Resume-Your resume may not be attracting the right attention, and it could be time to spiff it up a bit. Ask someone to critique your resume, and be open to their suggestions.

Re-evaluate Your Approach-Looking for a job is a full-time job in itself. If you are dedicating a few hours a week to your job search, consider stepping up your efforts.

Take a Break-It may sound simple, but sometimes what you really need is to get away from the stress of job searching. You will be surprised how your outlook can change. Sometimes, all it takes is a little adjustment for things to click.

Credit to: By Roberta Chinsky Matuson, Monster Contributing Writer

End of Year Wrap-Up New Newsletter Unfolding in 2012!



Ms. Katrina Richardson secured employment with Aegis Communications Group, Inc. as a Customer Service Representative. She said, "ERP educated me on how to tailor my resume and interview techniques-how to interpret body language and facial gestures during the job interview."



Mr. Milteer secured employment with the Veterans Benefit Administration in Waco, Texas. He expressed, "The Employment Readiness Program provided me Resume Development, and Job Search with Confidence workshops. Their mentorship efforts helped me to secure a suitable career."



Ms. Evelania Moser said, "The Employment Readiness Program informed me on how to enroll in the Military Spouse Preference Program. I would have been lost without their support and job search assistance."

Ms. Jessica Young was hired as an Accounting Clerk with Texas A&M University-Central Texas in Killeen. Ms. Young stated, "The Employment Readiness Program staff was easy to work with, friendly, and knowledgeable. They encouraged and motivated me to fulfill my career goal."



Both sides of the Job Spectrum



Joseph Tutt secured employment with San Antonio Light House for the Blind (SALB) at Fort Hood as a cashier-stocker. Mr. Tutt commented, "I am legally blind and needed help finding employment. A Specialist with the Employment Readiness Program (ERP) referred me to SALB which in turn, afforded me the opportunity to live an independent life. Karen Maitlen, SALB Manager, stated she is pleased with the partnership with ERP and enjoys employing registered ERP job seekers with disabilities by uniquely serving the blind."



**Army Community Service
Employment Readiness Program
"Your Job Search Network"**

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Website:

www.hoodmwr.com/acs/erb.html

Hours of Operation:

Monday through Friday

7:30 a.m. to 4:30 p.m.

Except Federal Holidays

Vision

Creating cutting edge career
and work plans.

Mission

Provide quality, timely, and accurate
employment information to give the
competitive edge needed to secure
employment.

Program Goal

To assist job seekers and career
Changers with overcoming
Significant challenges associated
With finding employment,
Especially during relocation.

ERP Staff

Teresa Shipman

Program Manager

Marie DeCindio

Employment Specialist

Christopher Gegenheimer

Employment Specialist

Harvey Dailey

Employment Specialist

Alma Guivas

Employment Specialist

Regina Jolly

Employment Specialist

Maurita Herbert

Office Automation Clerk



Mark Your Calendar: Workshop Registration (254) 288-2089

Tuesdays 0930-1145	Resume and Application Development Workshop - "Writing A Winning Resume"- Learn how to create a resume that employers will read. Co-sponsored by Talent for Central Texas at Workforce Solutions of Central Texas, 300 Cheyenne Dr, Killeen.
Tuesdays 1300-1430	"The NETWORK" (Newcomers' Employment Training Workshop) - Orientation targeted to newly arriving job seekers and career changers looking for employment in Central Texas. Bldg. 284, Fort Hood.
Wednesdays 1245-1345	Advanced Resume Writing Workshop - Learn how to adapt your resume to show off your Super Skills, Awesome Abilities, Amazing Accomplishments and "WOW" the employers! Bldg. 284, Fort Hood.
Thursdays 0830-1200	Interviewing and Communication Techniques Workshops - "Making a Great Impression- Ace your next interview!" Co-sponsored by Talent of Central Texas at Workforce Solutions of Central Texas, 300 Cheyenne Dr, Killeen.
Fridays 0900-1000	Job Search with Confidence - "Self Esteem + Motivation=Career Rewards!"- Learn how to add confidence to your job search, because it's possible, it's hard work, it's YOU, and it's worth it! Bldg. 284, Fort Hood.
Fridays 1015-1115	Career Assessments - "IS IT TIME TO MAKE A CAREER CHANGE?"-Take a personal inventory of your "VIPS": Values, Interests, Personality & Skills before entering into your job search. Bldg. 284, Fort Hood.



GEE, I WANT A JOB



TALENT FOR CENTRAL TEXAS



Talent for Central Texas is a Workforce Solutions of Central Texas project that is supported and guided by local community leaders, local businesses, as well as key leaders on Fort Hood. Services are for Family members of active duty military, over the age of 18, who left employment to accompany a military service member to Fort Hood; civilian personnel on Fort Hood who are given notice of intent to lay-off; Reservists and National Guard who left employment or Workforce Investment Act or Trade Adjustment Assistance training as a result of being called to active duty for deployment; spouses of Reserve and National Guard who left employment to accompany the service member to Fort Hood; Surviving spouses of service members; and Veterans or non-retiring separating military personnel actively receiving Unemployment Benefits.

TIPS OF THE TRADE

Five Tips to Help You Stay Focused During Your Job Search

1. Get off the grid for at least an hour per day.
2. Check emails no more than 3 times per day.
3. Prioritize your daily tasks and activities.
4. Track your daily tasks and activities.
5. Divide your day and set aside some free time.



EDUCATION TIDBITS: MyCAA UPDATE

The Department of Defense Military Spouse Career Advancement Account (**MyCAA**) Program affords Spouses of Active Duty Military in the pay grades of E1-E5, W1-W2, and O1-O2 access to request financial assistance up to \$4000. Funding is limited to associate degrees, certifications, and licensures; has a fiscal year cap of \$2,000; and requires spouses to finish their program of study within three years from the start date of the first course. If additional information is needed, contact Army Community Service Employment Readiness Program, (254) 286-6684 or Military OneSource, 1-800-342-9647 or www.militaryonesource.com.



Military Spouse Job Search.....www.militaryspousejobsearch.org
 Education Services www.hood.army.mil/esd
 Employment Guide www.employmentguide.com
 Army Life Resources www.myarmyonesource.com
 Fort Hood ACS www.hoodmwr.com/acs
 Fort Hood Family & MWR www.hoodmwr.com
 Fort Hood Home Page www.hood.army.mil
 Dept. of Army Positions.....www.armycivilianservice.com
 Military One Source www.militaryonesource.com
 Workforce Solutions of Central Texas www.twc.state.tx.us