

Class Descriptions

**All classes require on-line registration at:
fortdrumacs.checkappointments.com**

The Federal Employment Workshop familiarizes you with the federal employment system, benefits of working for the federal government, searching and applying for jobs. This workshop provides you with the tools to write an effective federal resume.

Resume Start to Finish covers the basics of writing a civilian resume for careers in the private sector. The class consists of 30 to 45 minutes of instruction on topics to include online resources, resume examples and cover letter development. Remaining class time is dedicated to creating your resume using our specialized resume program. Staff will be in the computer lab to assist with resume writing. This class only accepts seven attendees due to computer availability. Reserve your spot online.

The Career Portfolio & Interviewing Workshop teaches job seekers the benefits of using a career portfolio during a job interview. Attendees will also learn valuable tips to prepare them to ace their next interview.

The Build Your Own Business workshop is brought to you by the Small Business Development Center (SBDC) at Jefferson Community College (JCC). Their professional representative hosts this workshop at ACS to provide the ins and outs of starting a new business.

Career Development Seminars are offered periodically to teach employment specific career skills that enhance career goals. Topics change with each seminar; call for more information.

Additional Resources and Services

- Weekly Job Bank
- One on One Career Counseling
- Resume and Cover Letter Writing Assistance
- Resume Paper
- Interview Preparation Through Mock Interviews
- Computer Lab with Internet Access
- Classic Closet (professional business attire)
- Job Search Assistance

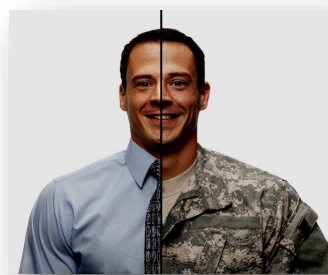
Helping Spouses, Soldiers, Military Family Members and DOD Civilians find employment!

For further information or to schedule a one on one appointment with one of our employment counselors, call (315) 772-9611/2737/7987.

Fort Drum

Employment Readiness Program 2017 Workshop Schedule

**Please Register for classes online at:
fortdrumacs.checkappointments.com**



Follow us on Facebook. We post hot jobs and employment relevant resources daily!

**www.facebook.com/fortdrumemployment
315-772-9611/ 2737/7987**

Educate * Empower * Employ



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2017 Federal Employment Workshop Schedule

Army Community Service
4330 Conway Road
9:30-11:30 am

Soldier Family Assistance Center
11042 Mt. Belvedere
9:00-11:30 am

1/5	2/2	3/2	4/6	1/18	2/15	3/15	4/19
5/4	6/1	7/6	8/3	5/17	6/21	7/19	8/23
9/7	10/5	11/2	12/7	9/20	10/18	11/15	12/20

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Resume Start To Finish
Army Community Service
4330 Conway Road
9:00-12:00 am

1/9, 23, 30	2/6, 13, 27	3/6, 13, 20, 27	4/3, 10, 17, 24
5/1, 8, 15, 22	6/5, 12, 19, 26	7/3, 10, 17, 24, 31	8/7, 14, 21, 28
9/11, 18, 25	10/2, 16, 23, 30	11/6, 13, 20, 27	12/4, 11, 18

Class descriptions on the back of schedule

Career Portfolio & Interviewing Workshop
Army Community Service
9:30-11:30 am

1/11	3/8	5/10
7/12	9/13	11/8

Career Fairs/Hiring Events
Army Community Service
Dates and times listed below

1/31 9:30-11:30	3/28 9:30-11:30
7/25 9:30-11:30	9/26 9:30-11:30
11/28 9:30-11:30	

Career Development Series
Army Community Service
Dates and times listed below

2/23 9:30-11:30	5/25 9:30-11:30	9/21 9:30-11:30
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Build Your Own Business Workshop
Army Community Service
9:30-11:30 am

1/12	2/9	3/9	4/13	5/11	6/8
7/13	8/10	9/14	10/12	11/9	12/14

Class descriptions on the back of schedule.
For Your Employment Needs-
Think ACS First!