



Workshop Descriptions

Facilitated by Bernard Shaw of the Virginia Employment Commission
for Virginia's JFCOM Transition Center

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Career Search/Résumé Writing

Learn the latest strategies to create a winning résumé and successful career search strategy from a Certified Professional Résumé Writer and former editor of a résumé company. You will be given specific guidelines to generate the type of résumé that will generate interest from prospective employers, regardless of the challenges your specific background presents. A copyrighted interview process, and how to win through proactive job search are also covered in this workshop.

Federal Career Search/ Résumés

Uncover the strategies and techniques to maximize your electronic score when applying for jobs in the federal civil service sector from a Certified Federal Resume Writer, experienced in assisting federal job seekers. You will learn how to apply for positions, how to evaluate postings and extract key words and phrases, in addition to other strategies to maximize the likelihood of your application being referred to a hiring manager for consideration. The keys to proactive Federal job search are also included in this workshop. Information for Veterans seeking Federal Civil Service jobs is now incorporated into this workshop.

Building a Career Network (from scratch)

This new workshop will provide presentation, written material, and real life examples to show you:

- How to find the contacts who can help you find the position you seek
- How to approach new contacts & generate conversation versus a referral to their website
- How to manage an effective business networking campaign to keep your name in the game
- How to start a network when conducting a federal career search
- ...and more