

# Aviano Airman & Family Readiness Center



## Employment Assistance Program Schedule 2023

### Understanding USAJOBS\*

A course to help people navigate the Federal Employment Process NAF & USAJobs. Explains how to hunt for a federal job and then how to start building a federal resume.

#### **Morning Session 0830-1100**

- ◆ 11 January
- ◆ 19 July

#### **Afternoon Session 1330-1600**

- ◆ 24 May
- ◆ 13 Sept

\*Create a USAJOBS account prior to the workshop: <https://www.usajobs.gov/Help/how-to/account/>

### Revitalize Your Resume

An introductory course for those that would like to learn about writing civilian and federal resumes.

#### **Morning Session 0830-1100**

- ◆ 8 Feb
- ◆ 26 April

#### **Afternoon Session 1330-1600**

- ◆ 14 June
- ◆ 13 Dec

#### Resume Resources:

- Career OneStop: [careeronestop.org/JobSearch/Resumes/resumes-and-applications.aspx](https://careeronestop.org/JobSearch/Resumes/resumes-and-applications.aspx)

### Inspired to Get Hired

Learn valuable interviewing skills to help boost your confidence.

#### **Morning Session 0830-1100**

- ◆ 15 March
- ◆ 1 Nov

#### **Afternoon Session 1330-1600**

- ◆ 21 June
- ◆ 27 Sept

#### Interview Resources:

- Career OneStop: <https://www.careeronestop.org/JobSearch/Interview/interview-and-negotiate.aspx>

### Learnin' LinkedIn\*

A course explaining how to navigate through LinkedIn, creating a stellar profile and the importance of networking.

#### **Morning Session 0830-1100**

- ◆ 5 April
- ◆ 26 July

#### **Afternoon Session 1330-1600**

- ◆ 23 Aug
- ◆ 18 Oct

\*Create a LinkedIn account prior to the workshop: <https://www.linkedin.com>