

Veterans Program – “Strategy for Success”

Class Details

Class meets on Mondays, Wednesdays and Thursdays

November 8 – December 15

1:00 – 5:00 PM

No class meetings on Veterans Day, November 11 & Thanksgiving, November 25

Location

*Veteran’s Memorial Building
37154 Second St (Niles district)
Fremont, CA 94536*

Topics

1. Career/Job Plans
2. Building Profiles and Portfolios
3. Resumes
4. Social Networking (Online and Face-to-Face)
5. Applying for Federal Jobs
6. Phone Screens, Simulations and Interviewing

Prerequisites

1. Pre-registration to be completed by the start of class.

Student Agreement

1. Bring a paper resume to the first session
2. Send an electronic resumes through email
3. Students must:
4. A minimum of basic computer skills in Word, email and internet browser
5. Self motivated to want to learn and apply what they learn in our workshops. In short they must be willing to ***“DO IT”***.
6. Able to attend all the classes.
7. Complete assignments, homework and projects in a timely manner.
8. Demonstrate quality work in assignments, homework and projects

Prior to the first class think about these questions:

1. *Have you had a similar class or program?*
2. *What worked and what did not work with the class or program?*
3. *When you finish the class, what would you like to have accomplished?*
4. *What “take away” would be most useful to you?*

Program Contact Information:

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