



# 2014 JOINT EMPLOYMENT CLASS SCHEDULE

- CLASS TIMES: 0900 – 1200
- PLEASE CALL: (301) 677-5590 / 9017 TO REGISTER
- CALL FOR JOB FAIR TIMES/LOCATIONS

## Fleet & Family Support Center Classes 2212 Chisholm Ave – Ft. Meade – 301-677-9017

- Jan 07, 2014 Resume Workshop
- Jan 14, 2014 10 Steps to a Federal Job
- Jan 23, 2014 How to Work a Job Fair
- Jan 28, 2014 Career Exploration

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- Mar 04, 2014 Resume Workshop
- Mar 11, 2014 10 Steps to a Federal Job
- Mar 19, 2014 *Technical Job Fair\**
- Mar 25, 2014 Interviewing Skills

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- May 07, 2014 *Military Spouse Job Fair\**
- May 13, 2014 10 Steps to a Federal Job
- May 20, 2014 Resume Writing
- May 27, 2014 Job Search Strategies
- May 28, 2014 *Community Job Fair\**

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- Jul 01, 2014 10 Steps to a Federal Job
- Jul 08, 2014 Resume Workshop
- Jul 22, 2014 Career Exploration

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- Sep 09, 2014 Resume Workshop
- Sep 16, 2014 10 Steps to a Federal Job
- Sep 17, 2014 *Community Job Fair\**
- Sep 23, 2014 Interviewing Skills
- Sep 30, 2014 How to Work a Job Fair

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- Nov 04, 2014 Resume Workshop
- Nov 18, 2014 Job Search Strategies
- Nov 19, 2014 *Veterans Job Fair\**
- Nov 25, 2014 10 Steps to a Federal Job

## Army Community Service Classes 830 Chisholm Ave – Ft. Meade – 301-677-5590

- Feb 04, 2014 Resume Workshop
- Feb 11, 2014 10 Steps to a Federal Job
- Feb 25, 2014 Job Search Strategies

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- Apr 01, 2014 Resume Workshop
- Apr 08, 2014 10 Steps to a Federal Job
- Apr 15, 2014 How to Work a Job Fair
- Apr 22, 2014 Career Exploration

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- Jun 03, 2014 Resume Workshop
- Jun 10, 2014 10 Steps to a Federal Job
- Jun 24, 2014 Interviewing Skills

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- Aug 05, 2014 Resume Workshop
- Aug 12, 2014 10 Steps to a Federal Job
- Aug 19, 2014 How to Work a Job Fair
- Aug 26, 2014 Job Search Strategies

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- Oct 07, 2014 Resume Workshop
- Oct 21, 2014 10 Steps to a Federal Job
- Oct 28, 2014 Career Exploration

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- Dec 02, 2014 Resume Workshop
- Dec 09, 2014 Federal Employment
- Dec 16, 2014 Interviewing Skills

### JOB FAIR LOCATIONS:

- \* CLUB MEADE – 6600 MAPES ROAD
- \*\* MCGILL TRAINING CENTER – 8452 ZIMBORSKI AVE.

### CLASS DESCRIPTIONS:

**Career Exploration:** Using various assessment tools and techniques, learn about your personality preferences, values, and interests and how to use them for achieving personal and professional success.

**10 Steps to a Federal Job:** Learn about understanding job vacancy announcements, writing your federal and electronic resumes and KSAs (knowledge, skill, and ability statements), tracking your applications, and more.

**Interviewing Skills:** This workshop teaches basic interviewing skills and tips on dressing for success so you can present yourself as the best candidate for the job of your choice. Learn the dos and the don'ts at job interviews. Included in this course are strategies on how to successfully work a job fair.

**Job Search Strategies:** In this workshop, learn techniques to help you succeed in your job search, as well as the tools for networking and negotiating job offers.

**Resume Workshop:** This workshop will provide tips on winning resume styles, the importance of cover letters and tips on following up on your resume.

**How to Work a Job Fair:** Job fairs can be a vital part of your job search, but only if you know how to work them. This workshop will help you strategize and make the most of a job fair opportunity.

