



DPFR

Your Community Navigator

Jan. - Jun. 2021

JBLM | Directorate of Personnel & Family Readiness

Employment Readiness Program

Employment information, one-on-one career counseling, job search assistance, and resume guidance for all DOD I.D. card holders

All classes listed below are 9:00-11:00 a.m.

Virtual LinkedIn & Federal Resume Classes

Virtual LinkedIn 360°

Jan. 7 • Feb. 4 • Mar 4

Apr. 1 • May 6 • Jun. 13

Leverage LinkedIn as a key utility for a job seeker. Learn how to: Build an effective LinkedIn profile, understand algorithms, make connections and interact with purpose, create content, and search/apply for employment.

Virtual Federal Resume Class

Jan. 21 • Feb. 18 • Mar 18

Apr. 15 • May 20 • Jun. 17

This course will teach you how to use the application system on usajobs.gov, and format your federal resume to highlight your best qualities. We will discuss how federal jobs are structured, the hiring process, and additional tools for a competitive edge with the federal resume.



Virtual Resume 101 Class

Virtual Resume 101

Jan. 14 • Feb. 11 • Mar. 11 • Apr. 8 • May 13 • Jun. 10

Discover what you need in order to write a great resume. Learn tips & tricks to make yourself stand out to an employer. This class teaches students how to create a basic, competitive resume.

Registered participants will be sent a link to their email in advance to join the class at the scheduled time. Participants will have the option to join via Microsoft Edge, or Microsoft TEAMS. Either one works well.

Connect your microphone and camera if you can, but it's not necessary if you do not have that capability. Participants will also be sent any necessary handouts needed for class via email.

Visit us online for hiring events & other opportunities

www.facebook.com/jblmunlimited



Register online for classes or appointments!

Visit **fb.com/jblmunlimited** and click the blue **"BOOK NOW"** button

Hawk Career Center: 11577 41st Division Dr. Rm. 212 (JBLM North)



Joint Base Lewis-McChord
Directorate of Personnel
& Family Readiness

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