

For whom is the program?

In order of priority:

- Ex-service members returning from active duty (under honorable conditions) who have little or no civilian work experience
- Veterans who have lost their jobs as a result of recent active duty service
- Other veterans who are seeking employment

The program is useful towards finding all types of jobs, to include those in the trades.

What will the program do?

- Re-credential you for the civilian work world
- Enhance your job hunting skills
- Help develop your network for finding good job opportunities
- Match you to Greater Lehigh Valley job opportunities
- Instill in you a culture of “networking for life” *and* selflessly helping others to find careers and opportunities – our payback

What does it cost?

This program is free. Your hard work is the cost.

How does it work?

- ✓ Send in your application. See inside for enrollment contact.
- ✓ If accepted, commit yourself to nine interactive classes.
- ✓ Complete the classes in sequence or as your schedule allows.
- ✓ Bonus benefits accrue as classes are completed:
 - Access to our Yahoo Group
 - *Useful* articles and tips
 - Job Leads
 - Marketing of you
 - Inclusion in job seeking networks
 - Resume posting
 - Written recommendations

Notes:



To learn more about LVMAC (Not for enrollment! See inside.)

Lehigh Valley Military Affairs Council
P.O. Box 22522
Lehigh Valley, PA 18002

Telephone: 484-788-0196

Email: info@lvmac.org

Blog site: www.lvmac.wordpress.com

Website: www.lvmac.org

The official registration and financial information of the Lehigh Valley Military Affairs Council (LVMAC) may be obtained from the Pennsylvania Department of State by calling toll-free, within Pennsylvania 1-800-732-0999 and outside of Pennsylvania 717-783-1720. Registration does not imply endorsement



*You've done your duty.
Now you need a civilian job.
What are you going to do –
just stand there and salute?*



Contact Us!

Job One: Veterans Employment Program (JOVE)

Location: Main Campus,
Northampton Community College
When: 6:30 PM to 8:00 PM,
every Thursday

What You Will Learn

This program does not stop with classes, but this is what you will first learn in nine intense, evening sessions:

➤ **Module #1: Overview of Job Search (1.0 hour):**

This class is designed to introduce:

- How to do a job search
- What methods are used to find opportunities
- How begin planning your job search

We will discuss Career Fairs, the Internet and useful agencies located in the Lehigh Valley. This class will also be used to introduce class members to each other and to foster networking bonds. The “parking lot” questions exercise will be used.

➤ **Module #2: Networking Concepts (0.75 hour) and the use of Business Cards (0.25 hour):** This class will cover all the concepts of networking:

- How to be a good networker instead of a selfish networker
- How to network in person, via telephone, and using email
- How much of each process you should use in your job search tailored to the career you are seeking

Homework on building a resume will be given at the end of this period. Additionally, we will conduct a class on personal business cards.

➤ **Module #3: Resume Preparation (1.0 hour):** Building a resume tailored to your career search is the focus of this session. The following will be discussed:

- The various styles of resumes
- The situations for which they are best suited
- How to write them

Several resume coaches will work one-on-one during this session with the members.

➤ **Module #4: Job Boards/Internet Security (1.0 hour):** The various job boards (tailored lists provided) will be discussed – including the various pitfalls and unique challenges involved with posting resumes on them. Other topics to be discussed will be:

- How to present your information and protect your security at the same time
- Business and social networking sites
- Yahoo groups and email etiquette
- The “Reference USA” website will be demonstrated for use in researching companies

➤ **Module #5: Thirty Second Elevator Speech (1.0 hour):** This session will cover the fundamentals of a short elevator speech designed to introduce you to someone you have just met. Practices will be conducted in small groups and then in front of the entire class to hone the pitch in a business or social setting.

➤ **Module #6: Two Minute Mock Speech (1.0 hour):** This session will examine the facets of the two-minute, detailed speech to be used:

- At the beginning of an interview
- As a follow-up to the thirty second speech
- As a positioning tool during telephone screenings

The subject and use of the personal branding technique(s) will be addressed.

➤ **Module #7: Mock Interviews (1.0 hour):** This session will tackle:

- Types of interviews
- Questions that can (and cannot) be asked
- How to interview well

Mock interviews will be conducted with real business leaders from the Lehigh Valley and critiques given.

➤ **Module #8: Cover Letters (1.0 hour):** This session will be about the use of and content of:

- Cover letters
- Follow-up letters
- Thank you letters or cards

Examples of each type will be provided. Members will write and mail letters for critique to the business leaders who conducted the interviews in Module #7.

➤ **Module #9: References Management (0.75 hour) and Networking for Life (0.25 hour):** Topics include:

- How to select, coach, and nurture your references.
- Developing your strategy and goals for the references you select
- Building a reference database tailored to the career you have chosen.
- The difference between business and personal references.

Networking for life concepts will be included as a final discussion.

To enroll, contact:

Mr. David Newton
Veterans Affairs Committee of the
Lehigh Valley Military Affairs Council

by telephone: 610-349-5856

or

by email: dnewton811@gmail.com

