



HELPING VETERANS TRANSITION TO CIVILIAN EMPLOYMENT

WHAT IS THE PROGRAM?

This program is designed to teach veterans, members of the National Guard and Reserve and military family members from the New York area the practical job search skills that will enable them to make a successful transition to the civilian workforce.

WHAT IS CTER OFFERING?

A concentrated, sharply focused, short-term training program led by business professionals that includes sessions on employer expectations, skills identification and presentation, resume and cover letter development, personal branding, interview practice with human resources recruiters, and creating and posting a LinkedIn profile that gets noticed by employers.

The training is followed by individualized development sessions via email and telephone as needed, job placement assistance, long-term mentoring by workforce professionals, and post-employment career enhancement workshops.

WHAT ARE THE BASIC QUALIFICATIONS TO PARTICIPATE?

- Individuals 19 years and over who were honorably discharged
- Family members of servicemen/women
- Must be available to attend orientation and all three workshop sessions
- Willingness to conduct a systematic job search after completing training

WHEN AND WHERE IS THE TRAINING CONDUCTED?

Training is conducted at a convenient location in Lower Manhattan.

- Orientation Session, 10:00am – 2:30pm, Monday, January 22, 2018
- Workshop Sessions, 10:00am – 2:30pm, Tuesday, January 23, Wednesday, January 24, 2018; and Monday, January 29, 2018
- Ongoing telephone, e-mail and referral assistance provided as needed

WHAT IS THE NEXT STEP?

Call CTER at 800-385-2837 or email mbrown@cterny.org by January 17 to learn more about the workshop and the registration process. **Registration is required.**

Community Training & Employment Resources (CTER) is a New York City based program that provides job readiness and job search training for adults seeking to improve their employability skills and successfully compete in today's job market.

www.cterny.org

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