



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 from the military to the civilian workforce.

WHAT IS CTER OFFERING?

A concentrated, sharply focused, short-term training program that consists of a one-day orientation session, one day of resume, cover letters and personal branding, and one day of interviewing and interview practice.

The three days of training are followed by individualized development sessions via email and telephone as needed, job placement assistance, long term mentoring by business professionals, and bi-yearly career management workshops.

WHAT ARE THE BASIC QUALIFICATIONS TO PARTICIPATE?

- Individuals 19 years and over who were honorably discharged
- Availability to attend orientation and all classroom-training 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 – 2:00pm, Monday, May 22, 2017
- Classroom Training, 10:00am – 2:30pm, Tuesday and Wednesday, May 23–24, 2017
- 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 May 15 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

Helping Veterans Transition to Civilian Employment is made possible by a grant from the

