

# Notes

**ACTION IS POWER**

JOVE will help you master the skills necessary to finding employment.

Learn how to present yourself professionally, to conduct a career search and to network for continued success.



**JOVE**

**JOB ONE:  
VETERANS  
EMPLOYMENT**

**CREATING  
EMPLOYMENT  
NETWORKS FOR  
VETERANS**



## LEARN MORE ABOUT LVMAC

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*a 501(c)(3) nonprofit service organization*



The official registration and financial information of the Lehigh Valley Affairs Council (LVMAC) may be obtained by calling the Pennsylvania Department of State by calling toll-free in Pennsylvania 1-800-732-0999 outside of Pennsylvania 717-783-1720.

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**A PROGRAM OF  
LEHIGH VALLEY  
MILITARY AFFAIRS  
COUNCIL**

# JOB SEEKING SKILLS FOR LIFE



## Workshops

### Week 1

The first step: developing your career search strategy

### Week 2

Making connections: building a personal network

### Week 3

Selling your self: resumes and cover letters

### Week 4

Using online resources: job boards and more

### Week 5

Thirty second commercial

### Week 6

Two minute speech

### Week 7

Acing the interview: strategies for success

### Week 8

Following up: after the interview

### Week 9

Reference management and networking for life

## YOU WILL LEARN

- *Multiple job search methods and how to develop a career search plan*
- *Resume and cover letter development*
- *Building a network for the future*
- *Communication skills*
- *How to post your resume on multiple websites and job boards*
- *How to get the most out of on-line resources while doing it safely*
- *Interviewing skills, including practice with real employers*
- *Techniques for presenting your skills strengths and experiences to the civilian world*

JOVE is dedicated to teaching today's veteran effective job seeking skills, whether it is for their first civilian job or to re-enter the workforce. After completing the JOVE course, veterans will be more confident when searching for their next career. In addition to job search skills and techniques, veterans will learn the value of making connections to advance their search and successfully launch a satisfying new career.

Courses are taught in a highly interactive atmosphere to develop the skill set necessary to succeed in a networking culture.

Instructors bring their education, training and personal experience to nine, one-hour sessions.

## ENROLLMENT

For more information or to enroll, please contact the JOVE Committee at

484-602-JOB1 (5621)  
or  
JOVE@lvmac.org