



# VETERANS EMPLOYMENT WORKSHOP



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**ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY**

## ***“FEDERAL APPLICATION FRIDAY”***

***“10 Steps to a Federal Job” WORKSHOP FOR VETERANS***

**THIS WORKSHOP WILL EXPLAIN HOW TO OBTAIN FEDERAL EMPLOYMENT-FROM START TO FINISH**

1. REVIEW THE FEDERAL JOB PROCESS
2. NETWORK-WHO DO YOU KNOW?
3. RESEARCH VACANCY ANNOUNCEMENTS ON USAJOBS
4. ANALYZE YOUR CORE COMPETENCIES
5. ANALYZE VACANCY ANNOUNCEMENTS FOR KEYWORDS
6. WRITE YOUR OUTLINE FORMAT AND PAPER FEDERAL RESUMES
7. KSA'S IN YOUR FEDERAL RESUME AND ASSESSMENT QUESTIONNAIRES
8. APPLY FOR JOBS WITH USAJOBS
9. TRACK AND FOLLOW UP ON YOUR APPLICATIONS
10. INTERVIEW FOR A FEDERAL JOB

**WHEN: June 24th, 2016 @ 9:00 AM- 1:00 PM**

**WHERE: JOB CENTER OF LAKE COUNTY  
1 N. GENESEE ST. WAUKEGAN, IL 60085**

**Speaker: Kevin Jones from the Navy Fleet and Family Support Center  
Please Reserve your Seat! 847-377-3467 [Kathleen.Wager@Illinois.gov](mailto:Kathleen.Wager@Illinois.gov)**



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