



VOICES



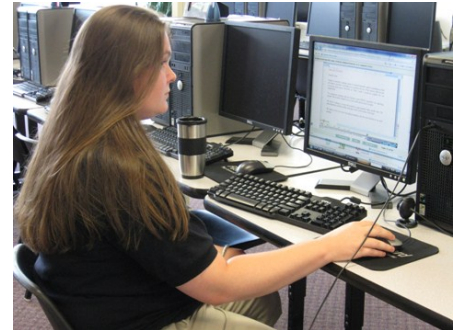
Picture of newspaper

Vet Venue Voices

Voices is Fast Forward's quarterly newsletter for veterans. To make our newsletter more accessible pictures have captions that can be read by a screen reader. If the print looks big—it is. We are using a minimum of 14 point type.

more accessible, contact us.

We want to hear from you. This should reflect what you want to see. So, keep letting us know what you want on these pages. It is, after all, all about YOU.



Jessie at computer

If you see anything we can do to make things

Upcoming SC Legal Services Seminars

September 1st	2PM-3PM	Family Law
October 6th	2PM-3PM	Your Rights as a Renter
October 25th	2PM-3PM	Lawyer-free divorce
November 3rd	2PM-3PM	Expungement
December 1st	2PM-3PM	Your Rights as a Renter

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GIVE US SOMETHING TO BRAG ABOUT! Hires since July!

Congratulations: Jeff, Richard, Hakim, Leroy, Larry, Michael, Marion, Dennis, David, Edwin, Austin, Plummer, Ricky, Michael M., James, Gregory, Joseph, Robert, Doniyell, Amber

CREATING FUTURES

CompTIA is the leading association representing the international technology community. Its goal is to provide a unified voice, global advocacy and leadership, and to advance industry growth through standards, professional competence, education and business solutions. Creating IT Futures is their foundation's program to

provide transitioning U.S. veterans, individuals with disabilities, youth-at-risk and dislocated workers with opportunities to build life long, productive and rewarding careers in IT.

116 veterans have received scholarships to date.

"CompTIA also serves the IT industry as the world's largest developer of vendor-neutral IT certification exams."

RESUME TIPS— GO ELECTRONIC!

**A traditional resume is designed to attract the human eye.
An electronic resume is designed to attract the computer's attention.**

Impact Learning

Makes a Real Impact in Columbia

Impact Learning Systems has partnered with Fast Forward to help veterans transition into employment.

An amazing donation of 400 scholarships will allow Fast Forward to provide veterans with

the skills they need to be successful in customer service based jobs.

Scholarships cover basic customer service through higher level technology customer service — help desk, field service technician, and more.

Ask Amanda and Robert!

Q: What is WorkKeys, and why should I take it?

A: WorkKeys is the South Carolina standard for employability. Many companies are requiring a WorkKeys credential before even scheduling an interview. The Career Readiness Certificate (CRC) consists of Reading for Information, Locating Information, and Applied Mathematics. We have WIN software which prepares you for the certification test.

Q: What are keywords?

A: Keywords are nouns and noun phrases that relate to the skills and experience you have. They are the terms employers are looking for in your resume. If the employer is looking for someone who has 40 wpm typing, filing and data entry experience. You need to be sure those “key words” are in your resume and application. One important tip is to put the most important words first – don’t

make the employer read to the end of the resume to see if you are qualified — they may not go that far.

Q: If I have a record do I have to put it on an application?

A: Yes. If an employer does a background check and finds things that are not on your application they will immediately disqualify you. Lots of people make mistakes. Tell the truth and attach an explanation if you feel it will help.

Q: Should I send a thank you letter for an interview?

A: Yes. Always ask for a card from the person with whom you interviewed, or write down their name to get it right. A simple: “Thank you for taking so much time with me today. I was very impressed with your company and look forward to an opportunity to work with you.”

Email us to get your question answered.

To “Ask Amanda and Robert” email at amanda@fastforwardctc.com or robert@fastforwardctc.com

Electronic Resumes

What are electronic resumes?

Resumes that can be emailed, posted, or inserted into an online job application.

Most companies are looking for:

- Plain and readable text, no bullets or fancy editing
- One page
- Chronological and functional
- Focus on job history and skills

Why do you need an electronic resume?

- Most companies only accept on-line, or emailed applications
- Federal jobs require electronic resumes
- One job gets hundreds of applicants; computerized filtering systems sort applicants resumes matching jobs by using keyword searches

www.vetvenue.org is a website for and about veterans.

A place to share stories, make connections, and find invaluable resources.

Visit www.vetvenue.org

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