

“IN HONOR OF FEDERAL EMPLOYEE WOMEN HISTORY MONTH”

**The Department of Veteran Affairs and
Illinois Department of Employment Security
“Veteran Workshop - Federal Careers”**

Date: Thursday, 23 March 2023

Time: 12pm – 4pm

Location: Man-Tran-Con

(Across the street from Target...it will be the middle blue building. If you get lost, please contact Man-Tran-Con for directions at 618-998-0970)

3117 Civic Cir Blvd Suite B

Marion Il. 62959

Sponsored by:

- **Marion VA Minority Veteran Program**
- **IDES (Illinois Department of Employment Security)**
- **MAN-TRA-CON Corporation**
- **American Job Center Southern Illinois**

This workshop will provide you with information and assistance to help you obtain a great Federal Career! We will guide you through the hiring process.

TOPICS

- 1. Current USA Job listing**
- 2. USA Job assistance**
 - **Web site Assistance**
 - **Information Format**
 - **Paperwork required**
 - **Qualifications**
- 3. Resume Assistance**
- 4. Interview Tips**

Note: If you know the job you want to apply for on USA Jobs, please bring with you the job announcement and all the items stipulated in the announcement needed, ie: DD-214, SF-50, Diploma, Driver's License, Transcripts, Disability letter, Schedule A, Referral letters, Certifications, etc...

If there are any questions, please call the EEO department (Pat McPhail) 618-997-5311 ext: 55041 or IDES (Patrick Sarensen) ext: 59354.