

## Employment & Education

### Assistance Services

Gagetown  
Military  
Family  
Resource  
Centre



*Military Families  
Strength Behind  
the Uniform*



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# Helping you transition into your new community...

### Program's Mission

The goal of the Employment and Education Assistance (EAS) Program is to empower military spouses and youth to learn, assess, explore and prepare to participate in the workforce or pursue their educational and career goals.

### Bilingual Service

By providing guidance and a professional bilingual employment service (in French and English), we are able to help you find employment opportunities in the Oromocto / Fredericton area. Including, positions for English-only speakers, French-only speakers, as well as for those who are bilingual.

### Services Provided

We offer individual, confidential consultations or group training sessions. The areas in which we are able to assist you include:

- Job search strategies and support
- Resume development & updating
- Resume translation (into English)
- Customized cover letter help
- Interview practice
- Networking information, contacts & support
- Self-employment information & referral
- Return-to-work support for those who want to re-enter the labour market
- Education and training information
- Up-to-date job board postings & newsletter
- Various employment related workshops
- Computer access and printing/fax services

### Professional & Community Networks

To ensure we are able to provide you with current referral information, contacts, and opportunities for networking, we are active members of the New Brunswick Career Development Action Group (NBCDAG), the Oromocto Area and Fredericton Chambers of Commerce, along with various other organizations, groups and committees.

### Group training sessions

We regularly offer the following group training sessions:

**Resume Writing:** A step-by-step process that will help you create a resume that will catch the employer's eye, communicate skills and experiences that match job requirements, help you critically analyze your resume using important tips, and determine the best resume format for you.

**Job Search Strategies:** To provide you with the tools and information needed for planning and determining where to focus your job search and how to go about getting results.

**Interview Skills:** To give you hands-on practice and support to prepare you for interviews.

**Networking:** As many jobs are not advertised, learn how effective networking can be in finding various employment opportunities. Support is also provided on how and where to initiate networking in a new town/city.

**Job Fairs:** Opportunities to participate in local/regional job fairs to connect one-on-one with hiring employers!

### Additional Services

**Career planning using Career Cruising® Interest and Skills Testing:** Thinking about continuing your education and/or transitioning into a new career? Call us for information on accessing Career Cruising®, which is an interactive career resource that will help you find the right career, explore different career options, or plan future education and training.

**Exam invigilation:** Exam monitoring and room arrangements are available free-of-charge for distance learners.

**Entrepreneur promotion:** All self-employed military spouses are offered opportunities to participate in business fairs, advertise at our centre, and more!

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