

Use the **Downloadable Handouts** and the information in the **Steps below** to assist your WW in getting a job.

*Click on the handouts below to view and download them:*

**Career Planning Checklist** - Assists in researching careers and finding a good career/job match –

<http://www.slideshare.net/WWMP/career-planning-checklist-11409491>

**Resume Profile** - Helps target a resume to a specific job or occupation –

<http://www.slideshare.net/WWMP/resume-profile>

**Mentor Job Search Checklist** - Steps a mentor through the process of helping their WW find a job –

<http://www.slideshare.net/WWMP/wwmp-job-search-checklist>

### Step 1

*Use this list to contact government employees who work as full-time support for WW seeking jobs:*

WRNMMC (Walter Reed) Fleet and Family Services Support (ACAP)	Jim Lefebvre Building 11, Room 148A WRNMMC Bethesda, MD 301-400-1992 James.lefebvre@med.navy.mil	Provides job counseling, resume writing, and job opportunities from large data base. Primarily federal jobs, but will direct to others in FFSS to assist with other jobs
Ft. Belvoir SFAC (ACAP)	Joline D. Miller 5965 6th Street, Bldg 1263 Ft. Belvoir VA 22060 571-231-7020 <a href="mailto:joline.d.miller.ctr@us.army.mil">joline.d.miller.ctr@us.army.mil</a>	Provides job counseling, resume writing, and job opportunities from large data base
Ft Meade SFAC (ACAP)	Roland C. Fischer 301-677-6261/6930 <a href="mailto:Roland.fischer@us.army.mil">Roland.fischer@us.army.mil</a>	Provides job counseling, resume writing, and job opportunities from large data base
State of Virginia Northern Region	James Thur 11150 Fairfax Blvd., Suite 300 Fairfax, VA 22030 703-277-3501 <a href="mailto:James.thur@dvs.virginia.gov">James.thur@dvs.virginia.gov</a>	State jobs for WW within Northern Virginia and references to other state coordinators

### Step 2

*Use these resources designed to assist veterans with their transition and job search:*

- LVER/DVOP Locator – <http://dvoplverlocator.nvti.ucdenver.edu/default.aspx> - find a state's Local Veteran Employment Representatives and Disabled Veterans Outreach Program
- Military.com Veteran Career Network – <http://benefits.military.com/vcn/search.do> - Search for fellow veterans to connect with
- Military Spouse Employment Partnership - <https://msepjobs.militaryonesource.mil/> - Spouse Education and Career Opportunities (SECO) program – 1-800-342-9647
- My Next Move for Veterans- ([www.mynextmove.org/vets](http://www.mynextmove.org/vets)) - Search careers, browse industries, and find similar careers to their military job (if desired)

- National Resource Directory – Employment section- <https://www.nationalresourcedirectory.gov/employment> - Transition information; specialized support & information for wounded warriors
- TurboTap.org – [www.turbotap.org](http://www.turbotap.org) - Information on transitioning and job searching, links to webinars and other job search resources
- Veterans.jobs – <http://Veterans.jobs> - Search for jobs by location, company, job title, or occupation code; check out Career Resources
- VetSuccess in Transition - <http://vetsuccess.gov/vetsuccess> - website contains military skills translators and job skills preparation; lists other federal and civilian job search assistance resources
- VirtualTAP – [www.virtuالتap.org](http://www.virtuالتap.org) - Transition and job search website currently being developed and in Beta
- WWP, Warriors to Work - [www.woundedwarriorproject.org/programs/warriors-to-work.aspx](http://www.woundedwarriorproject.org/programs/warriors-to-work.aspx) - Register with the WWP Alumni program; Search their CareerBuilder database for WW-focused job listings

### Step 3

*Use this list of civilian employers to connect with an employer who wants to hire WW (principally major companies with jobs nationwide):*

Employer	Point of Contact	Remarks
BAE Systems	Jim Rodriguez 301-7758-6265 James.rodriгуez@baesystems.com	Defense Products and Services. Principally looking for security clearance at TS/SCI (See Internship programs under the name of Torland Wingfield in the WWMP Subject Matter Expert (SME) list on the website <a href="http://www.wpwoundedwarriormentorprogram.com">www.wpwoundedwarriormentorprogram.com</a> )
Northrop Grumman (Operation IMPACT)	Karen S. Stang 703-803-5131 <a href="mailto:Karen.S.Stang@ngc.com">Karen.S.Stang@ngc.com</a>	Primarily for severely injured. Independent from normal recruitment of veterans. Includes spouses.
Lockheed Martin	Dave Wallace 703-842-2086 david.f.wallace@lmco.com	LMCO is a global company with specified preferences for hiring veterans and an even higher priority for WW if the job position and skills match
Microsoft Corp.	Joe Wallis jowallis@microsoft.com	Microsoft Corp. Helps Veterans' Job Search <a href="http://www.defense.gov/news/newsarticle.aspx?id=62964">http://www.defense.gov/news/newsarticle.aspx?id=62964</a>
Proctor and Gamble	Ryan Hollin 513-627-8421 Hollin.r.1@pg.com	Management Program at P&G for WW with bachelor's degree. Other programs for WW without college education.
WalMart	Tom Colella 479-277-6649 Thomas.colella@wal-mart.com	Special POC for navigating WW into Wal-Mart
Raytheon "Operation Phoenix"	Derek Duplisea 520-794-2940 Derek.Duplisea@raytheon.com	This Operation Phoenix is hosted out of Arizona but reaches the company nationwide.
INOVA Health	Lee Miller (WWMP) 301-601-2733	"Military-to-Medicine Program" (Google). INOVA is local to Northern VA but offers help with jobs nationwide as

System	mlmiller58@verizon.net	well as jobs for spouses/caregivers.
Criminal Justice	Jordan Satinsky 443-837-5210 <a href="mailto:jsatinsky@faculty.umuc.edu">jsatinsky@faculty.umuc.edu</a>	Professor at UMUC helps understanding how to get into a criminal justice career. Teaches at UMUC
VSE Corporation	Frank Wickersham FGWickersham@VSECORP.com	Retired Marine offers jobs in VSE at all levels including trades. Also has a list of other companies looking for Veterans. Very military friendly
D-Tech	Usha Sharma, Human Resources, Sterling, VA 571-643-8063	Small business in government contracting making encryption devices – hands on assembly devices. Have employed several WW.
National Industries for the Blind	Ann Walling, PHR 1310 Braddock Place Alexandria, Virginia 22314 (703) 310-0638 <a href="mailto:awalling@nib.org">awalling@nib.org</a>	our mission is to enhance the opportunities for economic and personal independence of persons who are blind, primarily through creating, sustaining and improving employment

#### Step 4

[www.Linkedin.com](http://www.Linkedin.com): Use LinkedIn to connect with fellow WW, mentors, and employers, and to find job opportunities.

*Instructions for using LinkedIn to connect with mentors, WWs, and job opportunities:*

- Sign up for a LinkedIn account at [www.Linkedin.com](http://www.Linkedin.com) (Help center: <https://help.linkedin.com>)
- Help your WW sign up for a LinkedIn account - build their LinkedIn profile – use keywords & emphasize transferable skills
  - Include past employers and education; Get recommendations
  - Add sections to include certifications, courses, volunteer experience, etc.
- Add connections – search for colleagues & classmates, search email contacts
- Search for, join, and participate in veterans Groups on LinkedIn as well as Groups in your industry
  - **Join the *Wounded Warrior Mentor Program* group**
  - Mentors, also **join the *WWMP Mentors* subgroup**
- Search for job postings – save, share, apply – see who in your network works there
- Search and follow companies to research them and see who works there you are connected to
- Research skills by clicking ‘Skills’ under the ‘More’ tab