



VETERANS' EMPLOYMENT & TRAINING SERVICE  
UNITED STATES DEPARTMENT OF LABOR

# Transition Assistance Program (TAP) Workshops



## Employment Fundamentals of Career Transition (EFCT)

EFCT is a one-day foundational workshop that introduces essential tools to help you find success in your job search. Learn how to set yourself apart from other applicants and make a memorable impression on employers.

### COURSE OBJECTIVES

- Identify typical actions to get a job.
- Align employment expectations with personal needs and goals.
- Discover resources to help you search for jobs and find employment.

## Employment Workshop (DOLEW)

DOLEW is a two-day optional Employment Track that builds on the overview provided in EFCT and includes comprehensive training on interviewing, salary negotiations, and developing a targeted resume to attain the job you desire.

### COURSE OBJECTIVES

- Begin drafting a master or targeted resume.
- Expand your network and market yourself using social media.
- Develop interview strategies and learn how to respond to job offers.

## Career and Credential Exploration (C2E)

This two-day optional Vocational Track helps you identify your desired career and create a plan to attain it. Participants complete self-assessments that are designed to assist with making career decisions and explore ways to gain new skills and training.

### COURSE OBJECTIVES

- Explore career opportunities.
- Identify the training requirements and qualifications needed for your occupations of interest.
- Develop a plan of action to accomplish a specific career goal.

## HOW TO ENROLL

**Classes are offered in person, instructor-led virtual, or self-paced online.**

Find Transition Assistance Program classes near you, along with requirements, prerequisites, and additional information, at [TAPevents.mil](https://tapevents.mil).

## WHAT TO BRING TO CLASS

- Verification of Military Experience & Training (VMET)
- Performance evaluations
- Military and college transcripts
- MOC Crosswalk Gap Analysis
- Laptop or notebook (if allowed)



**DOL VETS TAP**

[dol.gov/agencies/vets/programs/tap](https://dol.gov/agencies/vets/programs/tap)

**My Next Move**

[mynextmove.org](https://mynextmove.org)

**CareerOneStop**

[careeronestop.org](https://careeronestop.org)

**ApprenticeshipUSA**

[apprenticeship.gov](https://apprenticeship.gov)