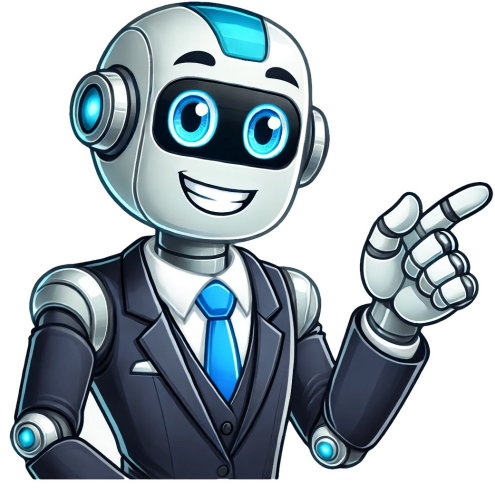


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Federal resume guidebook

Kathryn Troutman, founder and president of The Resume Place, Inc., leads her team of Certified Federal Resume Writers in crafting over 300 federal resumes per month. Based in Baltimore, Maryland, the company specializes in creating professional resumes for military, private industry, and federal clients worldwide. As the "Federal Resume Guru," Troutman developed the format and name for the new federal resume standard after the SF 171 form was eliminated in 1995. Her book, the Federal Resume Guidebook, is now in its fourth edition. Dr. John Gagnon, an award-winning writer and speaker, has delivered training sessions on career development, mentoring, leadership, and professional writing to clients worldwide. With experience at both the Department of Homeland Security and Department of Justice, Dr. Gagnon offers expertise on career strategies, accomplishments, and matching Federal resume language for a Federal position. Due to high competition for federal jobs, understanding how federal resumes differ from those for other occupations is crucial. The recently updated Federal Resume Guidebook reveals essential information on writing effective federal resumes, including how to include KSAs, maximize presentation in Online Format, and increase readability of USAJOBS federal resumes. The book also provides guidance on analyzing vacancy announcements, mastering the Assessment Questionnaire, and applying for federal jobs. The guidebook features over a dozen federal resume samples, demonstrating which components stand out best to HR specialists and hiring supervisors. With its comprehensive approach, the Federal Resume Guidebook aims to help readers get BEST QUALIFIED for their target position. The Federal Resume Guidebook provides expert advice on writing a compliant federal resume that meets OPM instructions and USAJOBS announcements requirements. The book offers 17 sample resumes in outline format for various positions, from WG-6 to GS-14, as well as 20 keyword sets and accomplishment stories. It also includes information on how to read USAJOBS announcements, extract critical keywords, and incorporate them into the resume in all caps. To increase chances of getting referred to a supervisor or invited for an interview, job seekers are advised to emphasize recent work history and accomplishments that demonstrate excellent service and achievement. The guidebook covers various federal resume formats, including IT specialist resumes, which require technical skills and equipment, as well as student/new grad resumes with education-first format. It also provides samples of wage grade federal resumes targeting core competencies and specific technical skills. With the stringent guidelines for application processes and resume formatting, the Federal Resume Guidebook aims to walk job seekers through key steps in the application process, including navigating USAJOBS and crafting an effective resume that highlights career accomplishments while adhering to federal best practices. USAJOBS: A Comprehensive Resource for Federal Job Seekers USAJOBS is a premier website that streamlines the job search process for federal government employees. By leveraging this platform, applicants can access a vast array of resources, including government job postings and detailed information on specific positions. To begin using USAJOBS effectively, it's essential to create a profile, complete with accurate contact information and preference sections. This will enable agencies to find and reach out to you, increasing your chances of landing a desirable position. The Resume Builder feature allows users to build components of their resume online, which may be required for certain federal jobs. It's crucial to review the vacancy posting to determine if this feature is necessary. In some cases, it's better to create a standalone document that can be uploaded to the Resume Builder later. USAJOBS also offers a Jobs Search Agent, an automated system that assists users in locating jobs within specific areas of interest. By establishing your specifications and preferences, you'll receive email notifications about relevant job openings. When navigating a USAJOBS vacancy posting, it's essential to incorporate keywords and phrases from the job description into your federal resume. However, be aware of stringent parameters regarding keyword presentation, as they usually appear as category titles for bullets. To create an effective federal resume, review the vacancy posting and applicant questionnaire to identify necessary verbiage and Key Skills Areas (KSAs). To tailor your application to a specific position, you must identify the key skills and abilities required by USAJOBS, which highlights them at the bottom of each posting under "How You Will Be Evaluated." These points should be included verbatim in your federal resume. Next, define your core competencies by listing five high-level responsibilities that reflect your daily duties, ensuring alignment with the vacancy's KSAs and phrases. This list serves as a foundation for describing specific achievements that support the position's requirements. If transitioning from military service, translate your experience to match the posting's language and emphasize how it aligns with the necessary skills. Your performance evaluations provide valuable insights into your accomplishments within the military, which can be used to demonstrate proficiency in required areas. Formatting & Layout A well-structured federal resume is essential for a strong impression. Unlike private industry resumes, which come in various formats, federal resumes must adhere to traditional reverse-chronological order and cover the last 10 years. While private sector resumes focus on career highlights with minimal details, federal resumes utilize full sentences and paragraphs to provide comprehensive descriptions that support job qualifications. Length can vary from three pages to seven or more. Stylistic Rules To optimize your document, follow these guidelines: - Each resume typically includes four to six paragraphs, each focused on a specific KSA. - Repetition of skills is encouraged when aligning with the job posting's phrasing. Avoid exact repetition; instead, paraphrase and minimize personal pronouns. - Use nouns or verbs as per the vacancy posting to describe duties. - Apply the STAR (Situation, Task, Action, Result) or CCAR (Challenge, Context, Action, Result) format for accomplishments. - Adhere to specific requirements mentioned in job announcements, including full dates and salary information. Given article text here. When outlining your career history in a federal resume, it's essential to detail specific accomplishments linked to listed skills and qualifications. This involves describing both what you achieved and how you accomplished it. You'll need to go through this process with every agency within your work history, tailoring your achievements and employment history around the key phrases and KSAs from the job posting. Under each position in your job history, list your supervisors as potential references, specifying whether the HR specialist reviewing your resume can contact them. Additionally, include relevant information such as education, certifications, job-related training, professional affiliations, and publications that are pertinent to your desired role. Higher-level applicants may have extensive lists of publications, but it's acceptable to present a curated selection of representative works instead of including everything. Understanding the specific requirements for SES jobs is crucial due to their expansive nature and the need to adapt to different application methods. SES jobs represent the highest-level federal positions, following presidential appointments, and have unique application requirements depending on the vacancy posting. The three types of applications are the traditional method, resume only, and accomplishment record. When applying through the Resume Builder, ensure your document is formatted for easy conversion into the required style. When converting your document for Resume Builder, be aware that formatting elements like italics, bolding, underlining, and bullets won't register. You'll need to adjust these when you're done. Additionally, remove detailed information about each position that will require manual entry, such as employment dates, hours worked, and pay grade. This guide aims to provide helpful insights on the complexities and time involved in creating an effective federal resume. If you'd prefer to focus on other aspects of your job search after reviewing this guide, you can request a 1-on-1 consultation with one of our experienced team members for assistance. Whether you're transitioning from the private sector or military, or seeking advancement within the government, we invite you to speak with one of our career advancement specialists to optimize your next step. To create a compelling federal resume, demonstrate how your skills, experience, training, and education align with the employer's needs. Ensure accurate spelling and grammar, as these are crucial for making a positive impression. Here are some tips to make this easier: * Review job opportunity announcements on USAJOBS to understand the qualifications required. * Gather information and build a description of your knowledge, skills, and experience. * Present your skills and experience in a way that will invite interview invitations. For veterans, attend job assistance training prior to leaving service. Contact your Transition Assistance Center as soon as possible and sign up for a Transition Assistance Program Workshop. Use the tools and knowledge provided by your transition counselors to create an effective resume. As you apply for jobs, tailor your resume to each position's requirements. Study job opportunity announcements and emphasize matching work history details. Minimize technical jargon in your resume and choose one of three formats: chronological, functional, or a combination of both. The format you select will depend on the type of work you've performed and whether you're continuing in the same field. To create an effective resume for a federal job, consider using a combination of chronological, functional, or hybrid resumes depending on your experience and career goals. For those looking to transition into a new field, functional resumes can be beneficial as they highlight acquired skills rather than work history. Including relevant volunteer experiences is also crucial. Federal resumes require additional information compared to private sector resumes, which includes job announcement details, contact information, country of citizenship, and supporting documentation for certain groups such as veterans or individuals with disabilities. When writing a federal resume, it's essential to include all relevant work experience, even if it means making the resume longer than usual. Highlighting unique skills, academic accomplishments, and extra-curricular activities can make you stand out. Carefully studying the job opportunity announcement and tailoring your work history to match the qualifications listed will help you create a competitive federal resume. To ensure your application stands out, you need to highlight how your experience aligns with the job requirements in plain language. Start by explaining your current role and list all previous positions held in chronological order. Be specific about job duties and accomplishments that demonstrate your qualifications. Include relevant volunteer or National Service experience. When describing military work experience, focus on transferable skills rather than using military titles or codes. When showcasing job-related training, knowledge, or skills, make sure to highlight how they match the company's needs. These skills can be categorized as self-management, functional, or technical abilities. Ensure your resume is well-organized and visually appealing, with sufficient white space and clear headings. Use language from the job announcement to describe your accomplishments. Highlight any relevant certifications, licenses, or honors that demonstrate your expertise. Finally, remember that a positive attitude and genuine enthusiasm can go a long way in making a good impression.