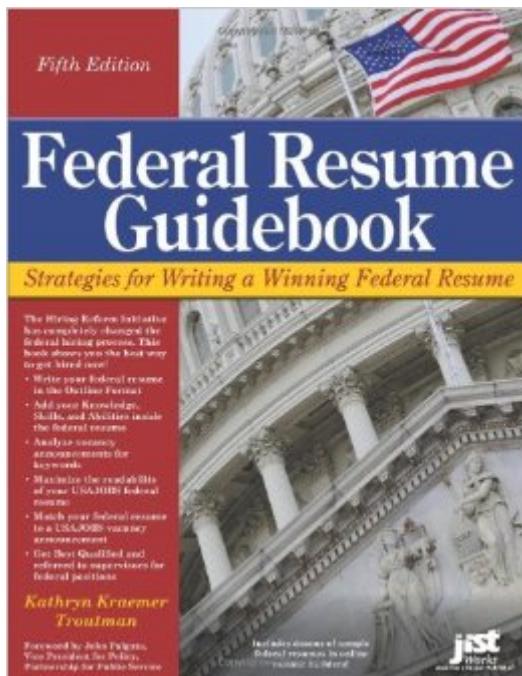


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# Federal Resume Guidebook: Strategies For Writing A Winning Federal Resume (Federal Resume Guidebook: Write A Winning Federal Resume To Get In), 5th Edition



## **Synopsis**

The Hiring Reform Initiative has completely changed the federal hiring process. This book shows you writing methods to get best qualified, referred to a supervisor, interviewed, and hired! Effectively include KSAs in your resume with accomplishments. Maximize readability with the Outline Format federal resume. Analyze vacancy announcements for keywords. Master the Assessment Questionnaire. Format your USAJOBS federal resume for readability. Includes dozens of sample federal resumes in the Outline Format with KSAs!

## **Book Information**

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## **Customer Reviews**

While I am sure this book will work for an EXISTING Federal employee, I didn't see a single resume in the book that was valid for entry-level first time (potential) federal employees. It made it very difficult to know if it was okay to deviate from the guidelines here and stick to the recommendations there. I was given the opportunity to apply for an entry-level job with the Forest Service but I only had 6 days to complete the application. It would take me at least a month just to study this book enough to get anything out of it. It does not cover internship applications for positions offered by agencies looking to hire employees currently in school into Pathways Internship Positions, nor does it give any guidance on career changers. In my case, changing from that of a professional pilot to forester. Confusing, Overwhelming, Time Consuming, Intimidating, Bureaucratic, and Frustrating. I will continue to trudge on, but this book does not make it easy.

If you are looking for a Federal job, this book will be extremely helpful. It spells out all the requirements and the "secrets" to writing a Federal resume. It is easy to use and has tons of examples.

The Federal Resume Guidebook 5th Edition gave great examples of how to find keywords for my federal resume. I did not realize that the resume should match literally with 10 or 15 words from a USAJOBS announcement. I will be analyzing each announcement carefully and then tweaking my federal applications as I continue my job search for entry-level IT Specialist Customer Service positions in government. I also would never have known about the IT competencies that are critical for IT federal resumes, i.e, customer services, communications and problem-solving. I have these skills, but they were previously not clearly described in my resume. Now I look like a great customer focused IT Systems Administrator - thanks to this book! I hope I can land a good job that is stable in the IT industry. There appears to be lots of room for growth in the government for new graduates!

The Federal Resume Guidebook is an excellent resource and tool for anyone interested in federal employment. Whether you are applying for a federal position for the first time, seeking a federal job after your military service, looking to transition to a new position within the federal government, or hoping to take advantage of a promotional opportunity, this is the book to read to help you learn the ins-and-outs of the federal application process, write a resume that will increase your chances of becoming best-qualified, and prepare for a federal interview. Each step of the process is important and Kathryn and her team do an outstanding job of making a complicated process much simpler. Kudos to Kathryn for staying on top of the ever-changing world of the federal job search. This book teaches you more about Federal Hiring Reform, updates and changes to the online submission systems, and the Base Realignment and Closure Act (BRAC), to name a few. I am especially impressed with Chapter 27 which details how to prepare for a structured, behavior-based interview. Federal job interviews require thorough preparation and this book teaches you how to highlight your accomplishments, demonstrate results, and tie your experience to the keywords of the position.

Of various Federal resume writing sources, Federal Resume Guidebook, 5th Edition, is exceptional. Its clarity in walking you through the process, with effectively presented examples, makes this daunting process appear simple. Step by step, it explains, among other things, how to read the federal vacancy announcements so as to analyze them for keywords, which are different from what they would be in private industry. The section on matching strategies is invaluable in that

regard, as is the guided instruction in the art of incorporating those keywords into one's federal resume. Also, because federal resumes vary by targeted occupational series, there is a series of chapters addressing that. The included Outline Format for the process makes it all seem so simple. A year since the Hiring Reform Initiative's having been put into place, much has changed in a process that has never been intuitively clear. For one thing, the KSA narratives have been eliminated, though elements of them survive in other forms. Federal Resume Guidebook, 5th Edition, can determine the difference between your being lost in the process--or getting Best Qualified, selected for the interview, and landing a federal job in which you can shine. Especially given the fierceness of current competition, this book could not have come at a better time. Rabbi R. Karpov, Ph.D., CPRW

Ms. Troutman and company do it again! Another great product to help not just those of us in Government Service trying to take that next step, but those trying to get into Federal Government Service positions. This book is very detailed in spelling out all the requirements, key words and steps in applying for positions. It takes you through USAJOBS, examples of KSA's and Resume's, and those key points that a person might not think are important in this process. The key words, matching to the job announcement, and the process that supports it. A reference I keep up to date in my personal library, recommend to others (colleagues & employee's), and the terrific companion web-site [...] with all the free tools to assist you as your pulling it all together. If you are looking to get into a federal government position or to apply for that next job in the system; I highly recommend this book! I've used Ms. Troutman's products for over 6 years and they are definitely worth their weight in gold!!

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