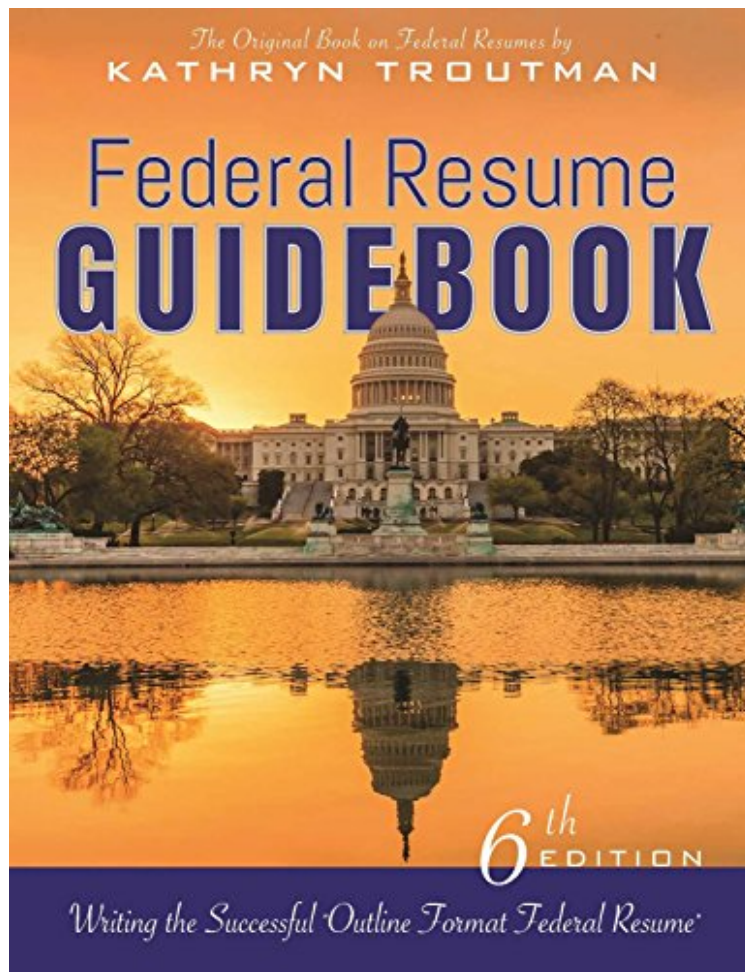


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Federal Resume Guidebook 6th Ed,; Writing the Successful Outline Format Federal Resume

Kathryn Troutman

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#129447 in Books 2016-03-01Original language:EnglishPDF # 1 10.90 x .60 x 8.40l, .0 #File Name: 0986142123160 pages | File size: 20.Mb

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Federal jobs tend to offer high pay, great benefits, a strong employee support system, and they are some of the most coveted opportunities in today's job market. As a result, competition for these jobs is at a record high. To survive the initial resume screening, let alone achieve one of these in-demand jobs, candidates must understand how federal resumes are different from resumes for other occupations and know how to write them effectively. The Federal Resume Guidebook reveals this essential information and much more. Recently, the Hiring Reform Initiative completely changed the federal hiring process. The new edition of this best-selling book explains these new processes and procedures and teaches people how to write winning federal resumes. Readers learn how to effectively include KSAs in their resume, maximize their resume's presentation in Online Format, and maximize the readability of their USAJOBS federal resume. Readers also gain guidance for analyzing vacancy announcements to pinpoint keywords, mastering the Assessment Questionnaire, and the process for applying for federal jobs. In addition, this book showcases more than a dozen federal resume samples to demonstrate which components stand out best to HR specialists and hiring supervisors.

About the AuthorKathryn Troutman lives in Catonsville, MD and is the founder and president of The Resume Place, Inc., a service business located in Baltimore, MD. The Resume Place specializes in writing and designing professional federal and private-sector resumes, as well as coaching and education in the federal hiring process. For the past 40 years, Troutman has managed her professional writing and consulting practice, publishing, and federal career training business. With her team of 20 Certified Federal Resume Writers, The Resume Place advises and writes more than 300 federal resumes per month for military, private industry, and federal clients world-wide. Internationally recognized as the Federal Resume Guru by federal jobseekers and federal human resources specialists, Troutman created the format and name for the new federal resume that became an accepted standard after the SF 171 form was eliminated in 1995. She is the pioneering designer of the Federal Resume based on her first book, the Federal Resume Guidebook, now in its sixth edition.