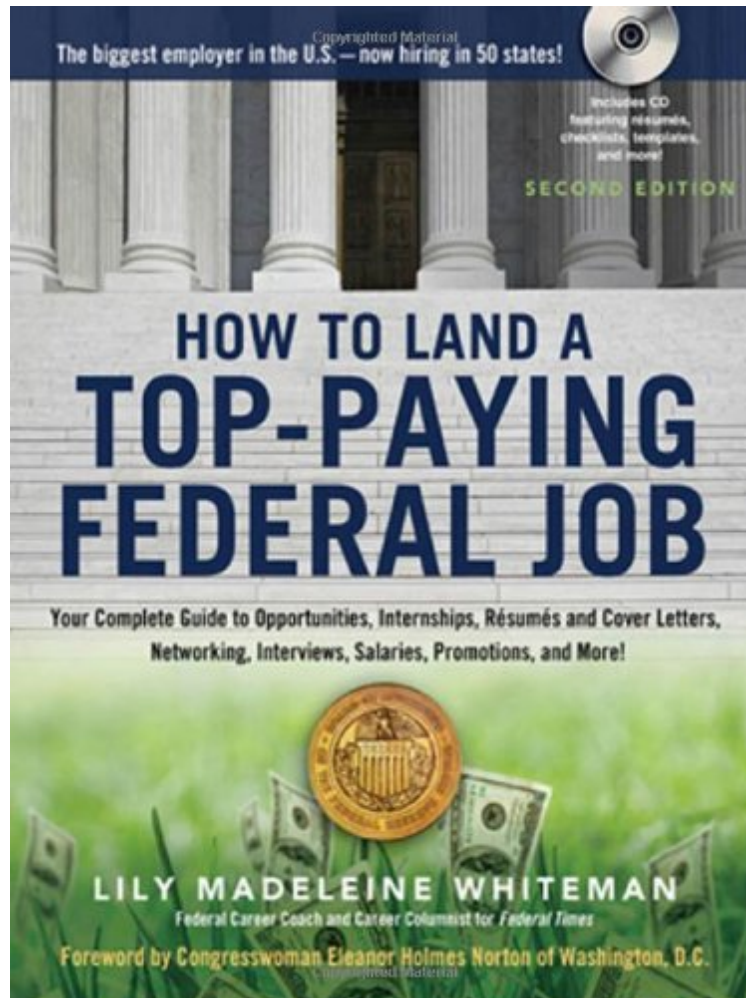


[Library ebook] How to Land a Top-Paying Federal Job: Your Complete Guide to Opportunities, Internships, Resumes and Cover Letters, Networking, Interviews, Salaries, Promotions, and More!

How to Land a Top-Paying Federal Job: Your Complete Guide to Opportunities, Internships, Resumes and Cover Letters, Networking, Interviews, Salaries, Promotions, and More!

Lily Madeleine Whiteman

ebooks | Download PDF | *ePub | DOC | audiobook



DOWNLOAD



+

READ ONLINE

#274744 in Books AMACOM 2012-06-13Format: AudiobookOriginal language:EnglishPDF # 1 11.00 x 8.50 x 1.00l, 1.79 #File Name: 0814420222288 pages | File size: 23.Mb

Lily Madeleine Whiteman : How to Land a Top-Paying Federal Job: Your Complete Guide to Opportunities, Internships, Resumes and Cover Letters, Networking, Interviews, Salaries, Promotions, and More! before purchasing it in order to gage whether or not it would be worth my time, and all praised How to Land a Top-Paying Federal Job: Your Complete Guide to Opportunities, Internships, Resumes and Cover Letters, Networking, Interviews, Salaries, Promotions, and More!:

20 of 20 people found the following review helpful. Great advice for a recent grad!By Sassy SuperWomanI've been

out of school for almost two years and was really getting discouraged about not being able to find a job. I've heard so many great things about federal employment from the excellent benefits and flexible work schedules so I decided to start looking for federal jobs and gave this book a try. This book is loaded with excellent tips, tricks and examples directly from a federal insider. This book walks you through the entire hiring process from locating available positions to tailoring your resume and cover letters to negotiating salaries. Once I implemented the advice in this guide, I immediately started getting interviews with both federal and non-federal employers. I am now in a great and well paid position, much in part thanks to this book!

2 of 2 people found the following review helpful. Good read
By twahjah
Actually bought this (kindle) book after I received a gov job offer. But it was economical and figured worth the investment, since I've never had a fed job. Therefore, half (beginning) of the material I didn't need. However, the remaining portion of the book was helpful, particularly the negotiating salary part. It mentioned so many things the average, non/1st time fed would not know about of possible negotiating options, not just salary. Some current Fed employees I've spoken with didn't even know some til they got in. Knowledge is truly power! Even if some of the suggestions don't work in earning a higher salary/benefits package, it was sure worth a try to ask, so that one doesn't beat themselves up for not trying.

3 of 3 people found the following review helpful. VERY HELPFUL BOOK - well worth the money spent
By Momgot2
Great book, used the CD to create a striking resume! Get this book and familiarize yourself with PERFORMANCE BASED INTERVIEWING (PBI). USA Jobs has a link to the PBI website at the bottom of each job posting. Access it, read it, practice answering questions. The successful applicant will face an interviewing panel who will award you points for how completely you answer PBI questions. You got an interview - don't show up without practicing how to answer PBI questions. You can and will waste a great opportunity.

How to Land a Top-Paying Federal Job is the ultimate guide to securing a government job, internship, or fellowship. Written by a successful career coach who has climbed the federal career ladder herself and served as a hiring manager, the book steers applicants through every stage of their job searches--from finding unadvertised openings and getting interviews to sealing enviable deals and even getting promoted. Drawing on interviews with more than 100 federal hiring managers, the book reveals the secrets to impressing these gatekeepers online, on paper, and in person--information that is available nowhere else. The updated second edition includes more get-ahead tips; new templates for writing winning applications; expanded directories for internships, fast-track management training programs and fellowships; and the latest helpful websites. Complete with a companion CD filled with sample resumes, checklists, and templates, this indispensable book gives readers the inside scoop on landing some of the nation's most secure, well-paying, and rewarding jobs--in all 50 states and abroad!

From the Back Cover Praise for **How to Land a Top-Paying Federal Job**: I wish that Lily Whitemans ground-breaking book had been around when I was in grad school. The book provides the essential toolkit for anyone interested in cracking open the federal hiring process. An invaluable resource to be used throughout your career. You won't find another book on the market with more honest, relevant advice for landing your dream job in the federal government.

Katherine Hudson Walker, Past President of Young Government Leaders This is the perfect book for anyone wanting to get into the federal government for the first time, or for current feds seeking promotions and jobs in the senior executive service. Providing previously unavailable behind the scenes information and resources, this book has it all. Plus, its fresh writing style entertains and educates. If you buy one book on federal jobs, make it this one!

Cory Edwards, Creator of Career Directors Internationals Certified Federal Resume Writer Certification Program Which employer is continually hiring everyone from new grads to seasoned professionals no matter how the economy is doing? The federal government that's who! The federal government offers some of the most secure and highly paid jobs around. And with a whopping 200,000 people hired each year both nationwide and overseas, the federal government is the nation's largest employer. But federal jobs are not always easy to get especially if you approach the job-search process the same way you would for private sector employment. Federal employment requires a different set of strategies and behind-the-scenes information on what really works and what doesn't. Now you can find out exactly what it takes to nail a great federal job, internship, or fellowship with the all-new second edition of this bestselling classic. Written by a federal career coach and columnist with decades of personal experience climbing the federal career ladder herself, **How to Land a Top-Paying Federal Job** is the ultimate insiders guide to successfully navigating every stage of the federal job search. You'll find all-new information on how to: Locate every appealing job or promotion for which you qualify including unadvertised openings. Impress federal hiring managers online, on paper, and in person crucial tips culled straight from the gatekeepers! Model your application materials on the most persuasive resumes and door-opening cover letters each included on the accompanying CD. Negotiate a top salary (often tens of thousands of dollars a year above what is initially offered!) Pass formidable security clearance processes and expertly handle potentially deal-busting problems. Access special hiring programs for young professionals, women, veterans, and people with disabilities. Accelerate your rise up the federal career ladder with pivotal advancement strategies available nowhere else. Don't let some of the best job opportunities pass you by! With this up-to-the-minute book and invaluable disc packed with resumes, templates, checklists, and tracking sheets, plus inside tips on how to painlessly

write eye-catching, impressive application essays (all of which are also available for easy access online), you'll beat out the competition to land a highly sought-after federal job—the best employment option available today! Lily Madeleine Whiteman is a popular contributor to the Jobs section of The Washington Post, the career columnist of Federal Times, and a senior writer at the National Science Foundation, a federal agency. Whiteman's career advice has been featured in many other national outlets, including the Wall Street Journal, National Public Radio, and U.S. News World Report. She lives in Washington, D.C. About the Author LILY MADELEINE WHITEMAN is a popular contributor to the Jobs section of The Washington Post, the career columnist of Federal Times, and a senior writer at the National Science Foundation—a federal agency. Excerpt. Reprinted by permission. All rights reserved. C H A P T E R 1 A Great Time to Go Federal U.S. News World Report describes a government job as a terrific deal and includes government manager on its list of best careers. Do you want to land an interesting job that pays a top salary, provides unbeatable, rock-solid job security, and will advance the public good in important ways? If so, you're probably primed to work for the federal government. What does the federal government do? The federal government literally runs this country. To do so, it protects the strength and vitality of the U.S. economy; creates foreign policy; manages precious natural, cultural, and high-tech resources; forecasts tornadoes and hurricanes; oversees the nation's planes, trains, and highways; secures our food and water supplies; protects the health and safety of workers; keeps unsafe products off the market; and funds most of the nation's scientific and medical research, to name just a few examples. To run the country, feds do everything that private-sector employees do and more. So like the private sector, the federal government hires almost every type of white-collar professional, including engineers, teachers, IT experts, scientists, business managers, lawyers, PR specialists, policy wonks, medical professionals, accountants, program managers, and almost every type of blue-collar professional, including auto and aviation specialists, equipment operators, mechanics, electricians, property managers and many more. Plus, the federal government has jobs that you won't find anywhere else. Feds work as spies, volcano watchers, park rangers, terrorist hunters, disease detectives, curators of precious historical documents, and diplomats. The possibilities are endless. Feds work in every imaginable setting, from offices, laboratories, museums, libraries, hospitals, parks, forests, and marine sanctuaries located throughout the United States to embassies located in far-flung countries. And they access and control resources—including huge budgets—that are unavailable to private-sector employees. Another important advantage: the federal government provides one of the precious few workplaces where you can work exciting jobs, earn competitive salaries, and still have a life. Most feds stick to a 40-hour work week. The federal government also offers these first-rate perks: Job Security: The federal government continuously hires for all types of jobs and internships even when other organizations are laying off. And while nongovernmental employees may be pink-slipped when the economy falters, feds are rarely laid off. Also, it is generally much harder to fire federal employees than employees in other sectors. Top Salaries and Advancement: Studies and anecdotal evidence show that federal salaries are very competitive with private-sector salaries and that feds in many fields earn more than their private-sector counterparts. Plus, feds receive regularly scheduled promotions, merit-based promotions, and annual cost-of-living salary increases. For more information about federal salaries, see Chapter 16. With about 2 million civilian employees, the federal government is the nation's largest employer. Every year, about 200,000 new hires join the federal workforce and hundreds of thousands of current feds are promoted. Why spend your career toiling in obscurity when you could be on your way to becoming a power broker? Feds contribute to the high-stakes, hot-button policy issues that cover the front pages of the nation's newspapers every day. Generous Vacations: Full-time federal employees enjoy 10 paid holidays and 9, 13, 20, or 26 days of vacation each year, depending on their seniority. They can take up to 12 weeks of unpaid leave to attend to a birth, adoption, or seriously ill family member. Top-Notch Health Insurance: Feds choose from the nation's best health insurance, dental insurance, vision insurance, long-term care, and life insurance programs. Facilities to Help You Stay Close to the Kids: Many agencies have on-site childcare facilities. Coverage for Health Care and Dependent Care Costs: Feds can pay up to \$4,000 annually for childcare, up to \$5,000 annually for health care, and up to another \$5,000 for adult dependent care, from tax-free accounts that are set aside from their paychecks. Depending on expenses and tax brackets, these benefits may yield individual tax savings totaling thousands of dollars annually. Excellent, Secure Retirement Packages: As corporate scandals and cutbacks erode private-sector pensions, feds remain covered by secure pensions that feature a defined benefit based on length of service (with cost-of-living increases), and a 401(k)-like investment program with matching. Moreover, unlike most retired private-sector employees, retired feds get another coveted benefit: lifetime health insurance coverage. Flexible Schedules: Flexible work schedules and telecommuting options are freeing feds from the straitjacket of 9-to-5 schedules. In addition, many feds can opt to work 9 hours per day in exchange for taking off every other Friday. Surveys show that the overwhelming majority of feds feel that their supervisors support a work-life balance. Repayment of Academic Loans: Some feds receive up to \$60,000 in student loan repayments. In addition, the College Cost Reduction and Access Act forgives the outstanding student loans of public service employees—including feds—after they have made 10 years of payments. Opportunities to Be a Do-Gooder: The ultimate aim of most federal jobs is in one way or another to better the world. In the words of a Peace Corps staffer, I am doing what I love to do, and it's all for a very good cause. Moreover, even entry-level employees can wield tremendous responsibility in the government. I have only been out of college for a year-and-a-

half, and I am influencing huge budgets on environmental programs, observes a program analyst at the Environmental Protection Agency. Forget Stereotypes of Sour-faced Feds! Recent surveys show that the overwhelming majority of feds consider their work important and like their work; public service is a rewarding choice.