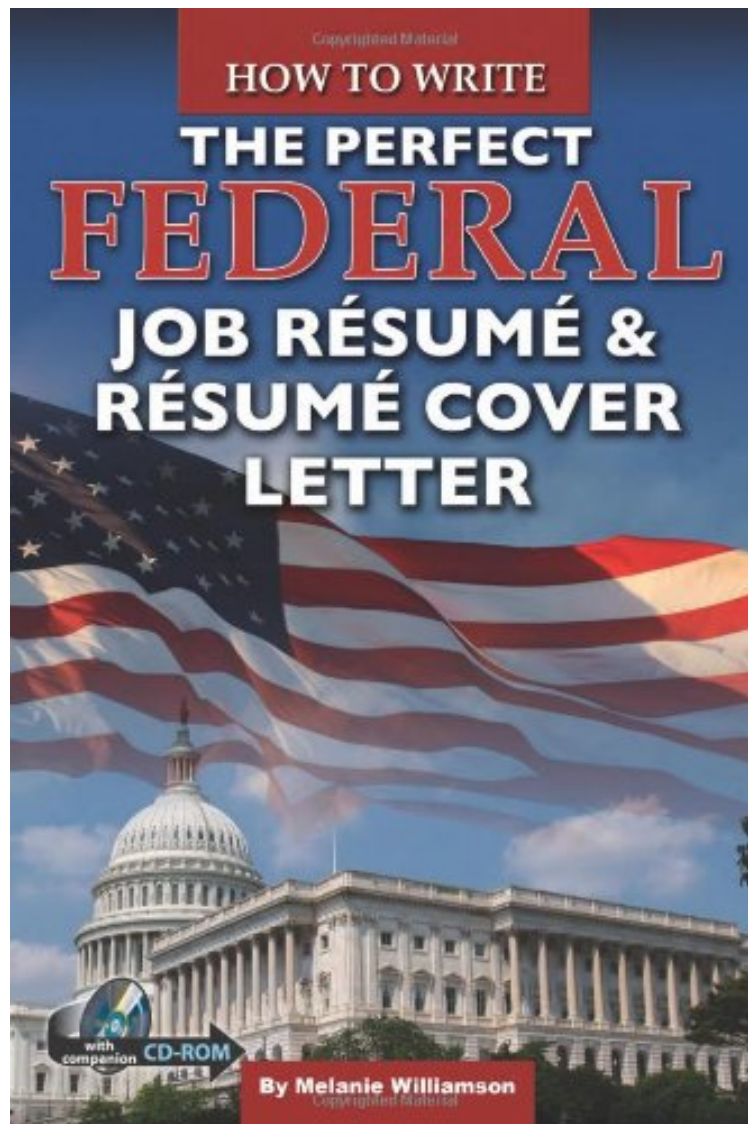


[Mobile pdf] How to Write the Perfect Federal Job Resume Resume Cover Letter: With Companion CD-ROM

How to Write the Perfect Federal Job Resume Resume Cover Letter: With Companion CD-ROM

Melanie Williamson

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Melanie Williamson : How to Write the Perfect Federal Job Resume Resume Cover Letter: With Companion CD-ROM before purchasing it in order to gage whether or not it would be worth my time, and all praised How to Write the Perfect Federal Job Resume Resume Cover Letter: With Companion CD-ROM:

2 of 2 people found the following review helpful. Outdated Calendar Items on CDBBy MontanaMaterial presented in

the book was OK; however, I had hoped the CD included with the book would have usable templates like some of the other books on this topic. The material that was included on the CD was either in PDF format or for a 2010 calendar, so that was not very practical, either. 1 of 1 people found the following review helpful. Federal Job Search By Virginia Shoulars Help me perfect my federal resume and I was able to apply for more jobs within my career field, great source of info 0 of 0 people found the following review helpful. Good info, especially for newbies By Jamie Henneman If I had read this book before trying to tackle federal online job sites without any background, I could have saved myself a lot of time and frustration. Author Melanie Williamson does a good job of explaining the sometimes complicated federal hiring system, as well as providing a list of possible jobs/opportunities. There are a great variety of federal jobs available from physicians to writers, supply managers to fish and wildlife managers. The pay is generally good (starting around \$45,000 a year), there are benefits and the job is not likely to be sourced overseas. However, Williamson notes it is harder to get hired by the federal government and generally the application process is lengthy. Background checks, lengthy paperwork and even a polygraph may be required. Chapter 4 outlines the federal online hiring process through the website [...]. This new online hiring center has replaced much of the paper application process, so knowing how it works is important. In Chapter 5, Williamson includes several sample resumes to consider, as well as a note about using "keywords" that can be easily found when employers are searching through resumes. There is also information about avoiding formatting mistakes and how to create a "perfect" cover letter. The last part of the book includes interviewing tips, a list of government agencies and ideas about how to work with the government (i.e. as a student or contractor) without being a regular full-time employee. This book answered a lot of questions for me and comes with a cd that has printable versions of some of the instructions related to the USA Jobs website. The only thing that could have made this book better would be to include a resume template on the cd to help the reader build a version of their resume.

According to FederalResumeExperts.com, the format and method of applying for a Federal job with an official resume has changed more than a dozen times in the last twenty years alone. The constant alterations, multiple form options, and sheer importance of getting the application process just right when applying for a Federal position can be a horribly tense situation for any freshly anointed job seeker. Understanding how to write the ideal resume and cover letter when approaching a federal opening can be the difference between you and the hundreds or even thousands of additional applicants pushing for the same position. This book was written for every new job seeker who is striving to land a federal job but does not yet have the necessary tools or knowledge needed to put together the perfect resume and cover letter. You will learn in this book the difference between the major forms, including the 612 and 171 and how they are used for different job types including everything from aviator and warrant officer to teacher, police officer, and office manager. Former members of the military are given specific details on how they can fill out these highly important forms as well. You will learn how you can start writing a resume that will effectively catch the attention of a federal hiring manager, whether it be in a military position or an office administration role. Dozens of top hiring experts have been interviewed and their responses compiled here to show how anyone can effectively fill out the necessary forms and write a resume for a federal government job, whether it be the GS 1431 for Building Managers or the GS 0344-12 for Computer Scientists or even US Postal Service applications and resumes. If you are considering or are being considered for a job in the federal government, you owe it to yourself to read this book today and learn more about how you can effectively write and submit your resume and cover letter today. The companion CD-ROM is included with the print version of this book; however is not available for download with the electronic version. It may be obtained separately by contacting Atlantic Publishing Group at sales@atlantic-pub.com Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed.

About the Author Melanie Williamson first became interested in the federal employment system while visiting her sister at the federal prison in which she worked. At Bowling Green State University, Williamson studied history and government and worked as a writing consultant at the on-campus writer's lab, giving her opportunities to help other students write their resumes and cover letters. In 2008, she pursued a full-time career in writing, but she still volunteers her time to others who are looking for employment by helping them create their resumes and cover letters."