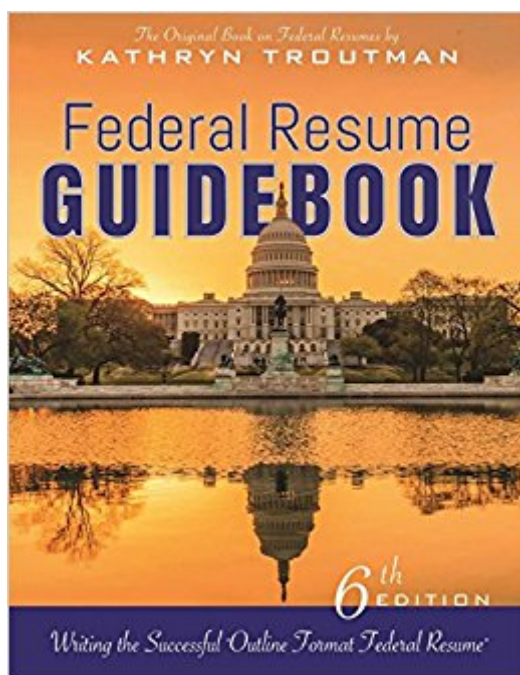


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Federal Resume Guidebook 6th Ed,: Writing The Successful Outline Format Federal Resume



Synopsis

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.

Book Information

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Customer Reviews

Kathryn 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.

This is a great resource to have when composing a Federal Resume. As an IT Security Specialist, I found the sample IT resume for a IT specialist (INFOSEC) outstanding. It reads well and things are easy to find to see how the candidate meets all the requirements. I particularly like the capitalized key words from the job announcement and the details coming afterward. I highly recommend this book to assist with building your Federal Resume. Also the tools on the web site are very helpful:[...]Thanks , Randy McHugh

Great guide for federal resumes. I work with transitioning service members and always recommend this book for help with federal resumes and applying on usajobs. Please note the previous version of this book is outdated and you will want the new resume format as it is shown in the 6th edition.

Not as useful as the full version that I was using from the resource center at work. But since I've already used the full version this helped me get done what I needed help with.

Lot of words, little clinical substance. Better value is "cracking the Federal Job Code" at \$3.99

Very informative.

It was a little helpful.

Excellent

It appears there is something wrong with the kindle format of this book... it does not meet the high standards I've become used to with kindle books in general. Aside from the format issues it is a

great resource.

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