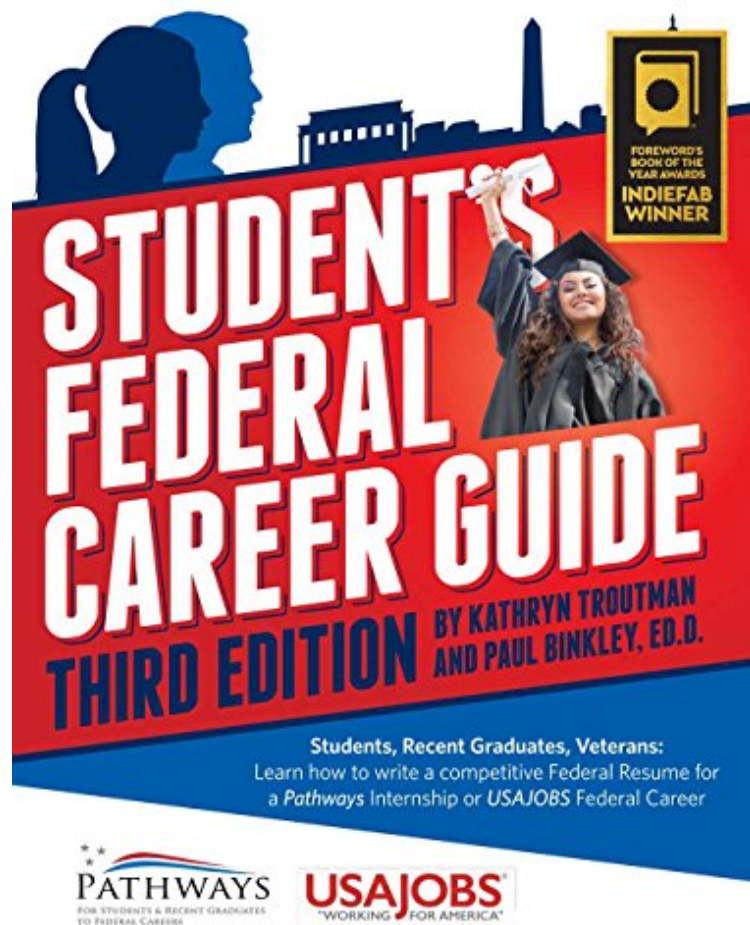


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Student's Federal Career Guide: Students, Recent Graduates, Veterans- Learn How to Write a Competitive Federal Resume for a Pathways Internship for USAJOBS Federal Careers

Kathryn Troutman, Paul Binkley

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Student's Federal Career Guide, 3rd Edition, to view sample federal resumes for recent graduates. I was looking for methods to expand my two-page resume. I especially liked the technical skills list for the Anne Crane federal resume. It was so impressive that she featured her statistical and computer skill at the top of the resume, before the Work Experience. And she got hired as a GS 11, Health Insurance Specialist with Center for Medicare and Medicaid Services with her first federal resume. That's an amazing story and makes me hopeful as my educational background is very similar. I will make my resume look like Anne Crane's resume in the book. The sample LinkedIn profile was also tremendously helpful. I would highly encourage upcoming graduates, recent graduates, or anyone helping them to find federal jobs, to purchase this book. It really does break down the process in a very easy-to-follow manner. 1 of 1 people found the following review helpful. I got a job! By Sasha R. I got my bachelor's in Political Science and even did an internship in D.C. But I had no idea how to find federal jobs after I graduated! My dad works for TSA and got me this book. It shows how to look for jobs online and gives samples of resumes... which are REALLY different for government jobs. For example, the resume had to have the addresses of all the places I worked in the past and the name and phone number of my supervisors. Also, it turned out WAY longer than my original resume. Anyway, I got a job! So it definitely deserves 5 stars. 0 of 0 people found the following review helpful. A comprehensive resource for deciphering the federal hiring system By Draco The federal hiring system is substantially different from the private sector, and hence can be very intimidating to newcomers. That's a shame, because there are always federal vacancies. In today's difficult job market, it would be foolish to leave these abundant job opportunities on the table. Yet without some help, well-qualified job candidates can be overlooked simply because they didn't put their applications together correctly. I know this because I've written federal resumes for clients, applied for dozens of federal jobs myself, and now write federal vacancies and evaluate candidates as part of my job. This book is a guide to applying for federal jobs specifically written for students just entering the workforce. It contains both the basic information needed to understand the federal hiring system, and step-by-step instructions to finding and applying for jobs. Divided into ten steps, from researching opportunities to interviewing, the book is comprehensive, logically organized, and easy to follow. About a third of the book consists of successful resumes and cover letters for those who learn best by following examples. It is written for students of any subject, but contains information specific to particular subject areas. For example, the Find your federal job chart lists federal job titles that match college majors, and is five pages long. The guide uses a direct style free from distracting or superfluous text. The authors wisely placed the foreword, preface, and acknowledgements at the back so that readers can dive straight into useful information from the start. I was happy to see a full index, although future editions would benefit from the addition of a glossary. Information is well-organized and easy to locate such that the book can serve as a reference long after it is initially used. Expect to write notes in the margin, flag pages, and highlight information especially relevant to your personal circumstances. The information is comprehensive; including: deciphering the terms used in federal vacancy announcements, specific sources of vacancy announcements for students, salary levels, information for veterans, how to search for vacancies, how to network, how to analyze vacancy announcements, how to write your resume, how to handle federal questionnaires, how to write cover letters, how to submit your application, how to follow-up, and how to interview. I know that the system described in this book works, because I used it to get the three federal jobs I've had. And now, having suffered through reading poorly written federal applications, I can tell you that following the advice in the book will make my job evaluating your application easier. That means that following this advice will prevent you, as a qualified applicant, from being overlooked because I could not tell that you were, in fact, qualified. If you are a student looking for a job, you owe it to yourself to get this book and follow it.

Recent Graduates are seeking careers in public service. The government is hiring and the "Pathways Programs" have been created by President Obama to recruit students: as interns who are enrolled at least half-time in qualifying educational programs for the Pathway Recent Graduates Program, which is for applicants who have completed qualifying post-high school educational programs and the Presidential Management Fellows Program which targets graduate and post-graduate degree holders interested in the junior ranks of federal management. With the recent high retirements in government, there are upcoming positions for new graduates with all majors. The Student's Federal Career Guide is a student career resource that helps students understand USAJOBS, which is the United States Government's official website for listing civil service job opportunities with federal agencies, so that they can emphasize their qualifications, skills, and competencies for positions targeted to the latest class of graduates. Recent graduates do not know that the federal resume is not the same as the private industry resume. This new edition shows former students how to feature education, courses, papers and projects from college courses increasing their chances of getting hired. The Student's Federal Career Guide includes sample resumes, charts and screen shots from USAJOBS. This book is a "Foreword's" Annual Book of the Year Award nominee: botya.forewordreviews.com/finalists/2013/career/

About the Author Kathryn Kraemer Troutman is the founder and president of The Resume Place, Inc., a service business and website (resume-place.com) specializing in writing and designing professional federal and private-sector

resumes, as well as coaching and education in the federal hiring process. For the past 30 years, Troutman has managed her Professional Writing and Consulting Practice, Publishing and Federal Career Training business, and 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, which already is in the fifth edition. Troutman is an in-demand, government contract career trainer, who has trained thousands of federal employees in writing federal resumes, KSAs, Resumix, USAJOBS and Quickhire resumes for more than 150 federal agencies in the United States and Europe. Her Federal Career Training courses and publications are listed on the GSA Schedule for government agency purchase. Her popular Web site, resume-place.com, receives more than 50,000 visitors per month, and provides online tools to assist with federal resume writing and federal job searches to jobseekers worldwide. Some of Troutman's other federal career publications include the Federal Resume Guidebook, the award-winning Student's Federal Career Guide and Ten Steps to a Federal Job, and the Military to Federal Career Guide, which is used in every Navy and Marine Corps base, and most Air Force career transition centers in the world.