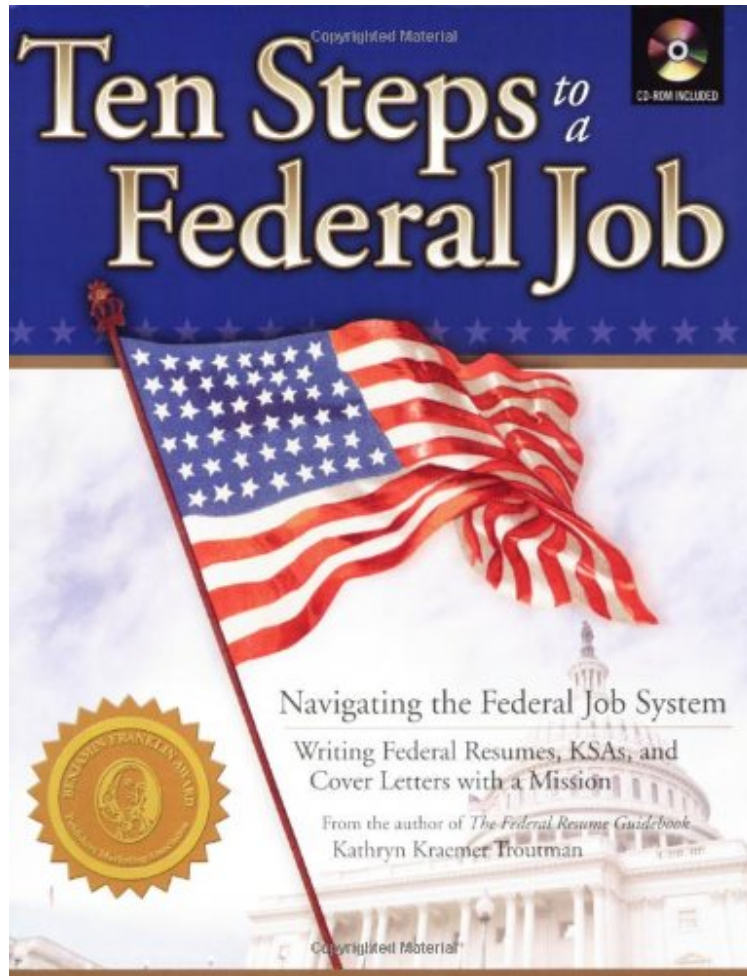


[Ebook pdf] Ten Steps to a Federal Job: Navigating the Federal Job System, Writing Federal Resumes, KSAs and Cover Letters with a Mission

# Ten Steps to a Federal Job: Navigating the Federal Job System, Writing Federal Resumes, KSAs and Cover Letters with a Mission

Kathryn K. Troutman

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The government is hiring, for homeland security jobs and more! But if you want to be successful in landing a federal job, you need to understand the government's unique and complex application process. In this complete guide, Troutman shares the expertise that has enabled her to help many others just like you go on to new and rewarding jobs in federal service. Applying for federal employment is different than in private industry. This new guide shows you how to succeed by breaking the government's intricate process down into 10 simple steps. Both first-time applicants and those already within government will find something new here, as application processes change over time. Ten Steps is simply the most up-to-date book on federal employment available today! Written for all job levels and categories, with salaries ranging to \$140,000. Ten Steps to a Federal Job is a "must have" for any job seeker looking for federal employment. Let Troutman's latest guidebook walk you through every step of the application process and into a rewarding job in federal service. Includes a CD-ROM with samples and examples, and our Federal Resume and KSA Builders, normally sold for \$35 each.

"...Troutman covers aspects of the federal job search in [a] format that I haven't seen pulled together elsewhere..." -- Joyce Lain-Kennedy, The Dallas Morning News, August 4, 2002 "If someone is serious about working in the Government, he/she would only need this book...Well done!" -- Writers Digest, April 5, 2004 From the Publisher Each book is signed by the author Kathryn Kraemer Troutman who is the founder and president of The Resume Place, Inc., a service business located in Baltimore MD, specializing in writing and designing professional federal and private-sector resumes, as well as coaching and education in the federal hiring process. About the Author Kathryn Kraemer Troutman is the founder and president of The Resume Place in Washington, D.C., and Baltimore, MD which for 30 years has specialized in writing and designing professional federal and private-sector resumes. In fact, she is recognized by federal HR directors as having created the format for the new "federal resume" that became an accepted standard after the SF 171 form was eliminated in 1995. Kathryn has trained thousands of federal employees in writing federal resumes and KSAs, primarily for the Department of Health and Human Services, as well as for more than 100 other agencies and federal offices. visitors per month, who study her sample federal resume formats and write for help.