

Mastering the federal resume
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Closed Captioned Notes form Video

I'm going to discuss with you mastering the federal resume. What you see in front of you is a copy of -- that we will provide to everyone who is participated of the version of the federal resume. The main difference between the federal resume and a standard resume is that the federal resume can be anywhere on average from three to five pages long. However, the standard resume that you're used to it's always been two pages. We're going go over the elements of why it is that way and what the differences are. As you see here, just on the top, you have a copy of where it says your first name, last, address, information -- standard information. However, please do in the send in any driver's license numbers or social security numbers Your Honor -- on your resume. That's information we don't need. Next it's talking about your citizen ship. Please indicate whether you're a citizen or not. My colleague a -- Raymona will go into more detail in that section. We're going to go to the special hiring authorities. Many of you are veterans and people are disabilities. There are the hiring authorities that allow you to have a direct hire. Please indicate if you are that. Put that up there right away because that provides you opportunities that can expedite the hiring process. Now we're going to talk about experience or federal experience. If you have any federal experience, military experience or state government experience, please Kate -- indicate that right there and at what level. There's many positions here at the federal government and opportunities that allow for a transition of that experience directly correlating to a position here. So that's something that if you do have that background, please I wanted Kate it - - indicate it. Below that we have clearance. This applying to -- applies to numerous jobs here at the federal government that you might have to obtain a clearance level. If you have had a clearance and you have an active one right now, please indicate what level of clearance, if it's active or when is the last time it was active. That can help expedite the process. Now we're going to go into your objective. You want the objective to be simple an straightforward. Indicate theage SI in which you are ---ing indicate the AG agency you which to apply to. Or if it's more than that, it could be as far as like for NIH you could have HHS, NIH and then an institute that is looking for a position. So indicate those levels so we can track it accordingly. Then, of course, whatever position you're applying to. If you have found a position on USA jobs that you're interested in and you're playing for, make sure you include that announcement number, that we we can tie -- that way we can tie this resume to that position. If you are sending it in and it SDRUNT that announce -- and it doesn't have that announcement number or to see what's available, just indicate by looking up what positions are available and that are referenced. For instance, if it's a manager of a certain section or if it's a contract specialist, look in our resource section and it will say what number that is and you can IRND Kate that there so we -- and you can IRND Kate that there so -- indicate that there so we know what that's residence -- that resume is towards. Lets get into the skills summary. It has three district elements. Your introduction paragraph talk about the skills that you find on USA jobs and your experience. I put

an example of it right here. This person was applying for a Dallas Cowboys -- looks like a diversity position or EEO position and they indicated right in their summary that they are highly ^ motivated and then pulled out the key words, strategic work force planning, EEO. You can see those terms were mentioned in the original posting on USA jobs. So you want to reference them if you have a background in it. So this person apparently had 12 years of background in work force planning and on the deSKREPGS they independent -- description they indicated that they were looking for someone with strategic work force planning experience. This person that has numerous experience in those areas, so you indicate them there. That's first and foremost. You want to make sure you're matching their description right with your description of where you have that experience. Then we get into the second element. That is how your skills are directly correlated to the ones that are in the position description. So prior we indicated work force planning experience. This person -- and then I gave three examples for you. I'm going to pull them up so you can see them at once. I gave you three examples of a better way of describing how your experience core lates to what is this position scription -- description. The keyword is under lined. Keep that in mind. We have DRP develop and create a STA teeing I can worse force planning program to utilize all available resources. It's not a bad example. It's missing a few elements. It doesn't tell us where you got it or how long. As I go to the better and best, I'm going to read the best one now of what a top quality example would be of how your experience core lates -- car lates to the -- correlates to the job you're aplaying -- applying to. DIZ SE versety manager, trained -- did verity manager, trained -- diversity, trained staff. That is an example of how you should out line your skills related to the position description on USA jobs. You do this for every element that you can identify in your career that matches what the job you're applying to. Now let's go to the third element. It's in the same section. This is where when you're building your resume you can have this section done ahead of time. This is acquired skills that you want every employer to know you possess. So -- and -- remember, you have to quantify and qualify -- ty -- quantify and qualify every single thing in your resume. DevelopIT business solutions to enhance business process control and tracking. That's a great skill that any employer would like to know about I want about. However, there are ways to make that much more revealing about you and quantify it. You could have said what company and given more direct examples of how you got that experience. We're going to reference it again later on in your resume. So you're going to see a pattern develop. Anything that will you see in the -- that you see in the USA jobs that the jobs they're looking for, you want to identify them in your skills summary, I want to enhance it -- you want to enhance it again in the skills and where you got them and then now we're going to move into the next section. We will quantify it again in your employment history. You're going to now rediscuss those elements so that we can see what position you got them at or where you acquired them at. The MRIMENT history -- MRIMENT history you -- MRIMENT HIS -- employment history, you want the same information anybody would want, salary, title, years of service. The date -- your dates of service. Here it is. That's important information that we need so that we know when we do our reference checks an then we can see one where you're getting these skills from because on certain positions it's how long ago you got that experience is

relevant. So one thing though when you're doing your employment history, you have to understand, I put an example here, and this is what I mean by quantifying or qualifying your experience. We cannot assume anything. So, for example, if you put cashier on your resume, cashier means numerous things. To us in the simplest forms it mean -- it means you collected and gave -- collected and gave back change. I know that cashiers can do many duties. They can do accounting, close out procedures, they can have a business -- a large business background. You have to describe all those duties to us. The best way to do that to keep in mind is deSKIEB to us DB -- describe to us your duties like you were training someone else. If you have to say, hi, the cashier position does these steps and these procedures, that's how you want to reference it on your resume. We can't make any assumptions. If we're looking for a specific skill, it has to be referenced in your resume. We can't assume just because it says cashier that we know what your duties are. So that's how you have to do for every position you have. We suggest you go back at least a good ten years. I've given you an example. This is going to be the same as in your skills summary, the lay out. You're going to have a little summary of what you did at that job -- summary of what you did at that job with some key words you might have derived from earlier and then you're going to do the same examples. You're going to do -- I've given the good, better, best. You can indicate a statistical analysis so we know that's where you got that background. You can see it's not a bad example. It identifies it. It's not giving us some hard information about you like the last one is under the best example where they have diversity manager, key words, they did it for seven year, responsible for numerous employees. Those are great elements that can really help in the qualifying of a resume and will make the difference between -- could be the difference between a grade seven to a grade nine and making the minimum qualification or not making it. So take the time and really -- these elements of your resume, you can have all prepared way ahead of time so whenever you apply for a job the only thing you're going to be addressing is the top skill summary. Now let's move on to the accomplishments. These are areas of your career that you want -- that give us a better understanding of you, the individual and your activities and that highlight -- you can highlight goals and projects you worked on. You know, try to keep them as specific as possible. I've given examples here. You know, like in 2008 youon management contracts -- union management contracts, saving \$2,008 youon management contracts -- union management contracts, saving a company 1.3 million. Any employer would like to know you have that skill and that this is a great accomplishment in this person's career. These can be anywhere from scholastic to work related accomplishments. They can even be social accomplishments. It gives us a better understanding of who you are as an employee. Next we're going go into software. Software is a key element at the federal government. We use every agency and department can use any numerous types of safety ware. We don't use the same. One way for us to know your level and how much training you might need is to list all the specific types of software you are familiar with. Please indicate how much of a background you have in it. Are you an intermediate, moderate, expert. In that computer software field. That will help us understand what with we can -- if we have to provide any additional training or just what you're level -- your level is. Like I said, there's one -- one of the common things we use is out look. If

you have experience in using out LOOK d look -- out look, that will help you knave gait your e-mail when -- navigate your e-mail when you come in. That helps us know what we have to do and what training we have to provide. Now we're going to go to additional training. This is any training that includes the credentials in hours and specific fields. So, for example, we know that project managers, doctors, nurses, business, a lot of those careers have continuous additional training. You're going to want to list that training There's a way of listing it that gives us a better picture your training and quantifies it. I've given you example. The best example is they indicated project manager training, down at the PMIinstitute, which is a -- MMI -- PMI institute and what training you had. You have formalized training and informal. You can list formalized training that the employer did. That kind of information just -- that kind of information helps us know what you do in that field. So now let's move down to education. Education has a huge element here in a lot of the positions. Raymona will cover how education plays a role. When you list your education, list, you know, your degrees, where you got it, your graduated, you don't have to list GPA but it is an option. And then any awards you might have received during your education. There's a reason that education plays another role. Some positions require that you will have to submit a copy of your trance script, your -- transcript, your college transcript. We suggest that you go out and get a copy of your transcripts, unofficial copy, if it is required with your paperwork you have it available. It also doesn't hurt to submit it with any job. It just -- if you have a -- you know, if you're very proud of it or it's something you want to identify, it's giving us a better understanding of who you are. Now we're getting towards the end here We're going to talk about our honors an awards. -- and awards. We have a lot of veterans participating. This is an area where you can list a lot of those onner nors and a-- honors and awards. You can list business awards, social awards. It's another thing that emphasizes who you are. Here's a section now, the volunteer work that many people over look. This can be used to help you be qualified for certain positions. Based on a type of -- on the type of volunteering you do, we can use that as direct experience. That's something a may that -- Raymona will ex-- discuss. If you worked as a nursing home aids or assistant or volunteered, as long as you indicate how long you worked, how often, we can use that if that was directly related to the position you are applying to as a way of experience. So this plays a role a lot with students or, for example, who volunteer a lot during the summers. You know, it's a way that you are gaining experience although you're not being paid for it, it does still count. Take time and indicate volunteer work that is directly related to the position you're applying to. This person here indicated -- it's a deversety position -- that they worked in numerous workshops at ABC companies here in DC. They went six times a month. Of course, they would -- we would suggest also that they add in a reference could be made available upon request for that volunteer work. Let's go to the last two. It's associations and references. If you belong to any professional associations or social associations that will -- are related to the position you're applying to, indicate them. Once again, it's giving us a better picture of you, the employee. This person indicate that had they belong to -- that they belong to numerous organizations, veterans -- rehabilitation. It's just a good practice. Finally, it's our reference section. This will be the last part of you resume. You want to include references when

you submit your resume. Please make sure the person that you reference knows what you're applying to, that you have double checked with them that they would be available, a good practice is to indicate the best time to call or how to contact, it can be by e-mail or by phone. Raymona is going to discuss why indicating your references are important in your resume. In general, that is the federal resume. You can see by this one, this copy alone, was over four pages long. We only listed a couple jobs. I mean, when you list your -- start listing All your job -- all your jobs through out your career and your employment history and all your skills, you're going to see why the federal resume can be anywhere from five to seven pages and sometimes much larger. So what I'm going to do now is I'm going to hand this over to Raymona and she's going to highlight some additional areas of the federal resume for you to -- for you. So Raymona, I'm going to let you take it away.