

## Need Assistance in “Federalizing” Your Resume?

Individuals interested in applying to open Food and Drug Administration’s Center for Tobacco Products (OSPT) positions now have the opportunity to work with a Certified Federal Career Coach to “federalize” their resume for USAJOBS. The OSPT Outreach and Special Programs Team offers free 1-hour career coaching sessions via teleconference in which they provide feedback to candidates on how to best align their resume with their desired position of interest. Availability is first come, first served.

Interested individuals must email the below required items to [ctpcareercoach@fda.hhs.gov](mailto:ctpcareercoach@fda.hhs.gov)

- 1) A current resume
- 2) An **open** USAJOBS announcement link currently accepting applications

Please allow at least 24 hours to schedule a session.

\*\*\*Please note we are not a resume writing service\*\*\*