

## Resumes for Federal Employees

Length: 1 Day

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### COURSE CONTENT

#### IMPROVE YOUR FEDERAL RESUME

- Is your federal resume in the proper format for electronic resume builders?
- Do you use keywords from your target announcement?
- Does your resume include all required information for federal applications?
- Have you included accomplishments to demonstrate that you can achieve results?

#### CREATING A FEDERAL RESUME

- Developing the resume itself
- Creating a skills summary
- Formatting the resume for maximum effect
- Creating accomplishments using CCAR
- Using metrics to give work context, appropriate length, timeframe covered, character counts, etc.)