

USAJOBS Resumes for Federal Employees

Length: 2 Days

COURSE CONTENT

USAJOBS Resumes for Federal Employee Career Advancement

Are you a current federal employee who is seeking a promotion? Then your USAJOBS Resume is Key

Have you decided you are ready for the next level of your federal career, or want to change agencies, and aren't sure what to do next? Haven't created your USAJOBS resume yet, or feel comfortable that you know how it works, even though you have worked for the federal government for years? Perhaps you're applying but not getting referred for positions for which you know you're qualified?

If you have not applied for federal career advancement in a while, things have changed.

No longer may competitive service agencies use Knowledge, Skills, and Ability (KSA) statements as an initial part of the application process. All federal applications must go through USAJOBS (unless you are applying under Schedule A or other noncompetitive appointment). Your USAJOBS resume must be keyword rich, written to a specific announcement or federal job series, and not read like your position description (PD). Resumix and automated keyword searches of your federal resume no longer exist.

How does federal career advancement work now?

Applicants must apply through USAJOBS, and your USAJOBS Profile must be complete and accurate. It is important to use a targeted, USAJOBS resume that includes the keywords from the announcement and

occupational questionnaire. Both the resume and your answers must match, and your answers to the questionnaire must be obvious in your USAJOBS resume. Before applying, you should ensure you are eligible for consideration, meet the specialized experience requirements, and can provide the highest and best answers to the questionnaire. Plus, your federal resume must in a USAJOBS-compatible format, including all required information.

This course will help you do the following:

- **Help you with your USAJOBS resume** so that you receive proper consideration of your application.
- **Analyze federal job announcements** to ensure you are eligible and qualified to apply. Just being qualified is not enough; you need to be best qualified to have your application forwarded to the hiring manager.
- **Identify keywords from the announcement and questionnaire** to include in your USAJOBS resume.
- **Write a powerful, on target, federal-style resume** that is USAJOBS-compatible.
- **Ensure your USAJOBS resume includes all required information** and any needed documents for federal applications.
- **Provide you with strategic advice on how to apply.** Some applicants should apply for the same position multiple ways. Some should apply for multiple grades. We can help!
- Present you with information on **getting your federal resume and documents into USAJOBS.**