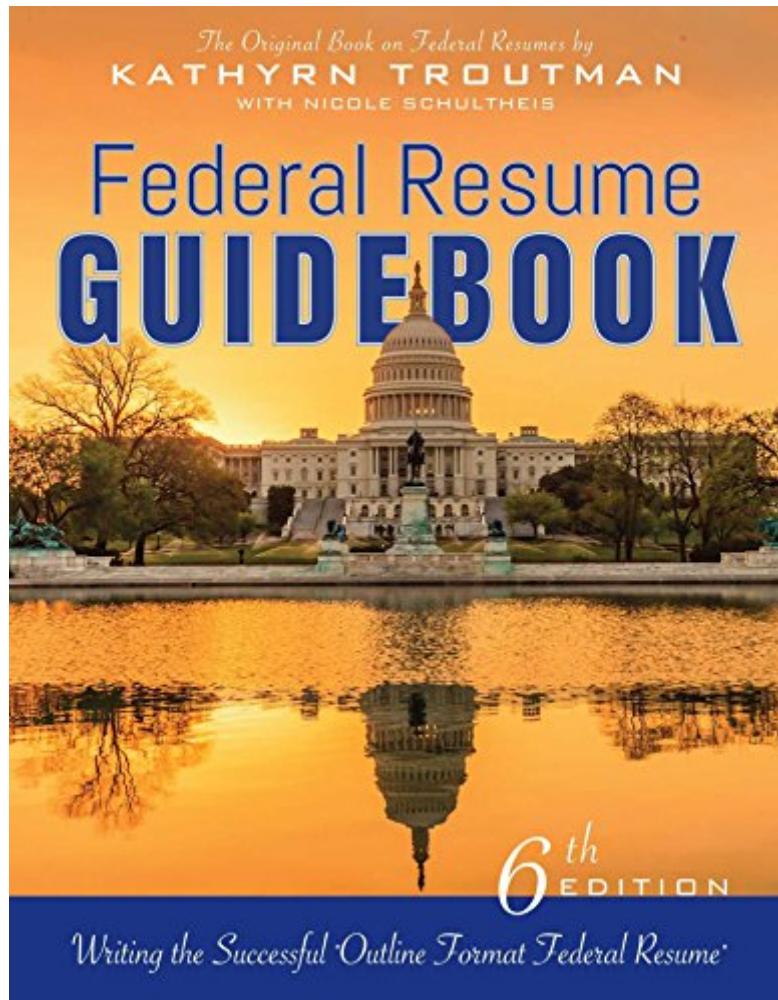


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# Federal Resume Guidebook, 6th Ed



## **Synopsis**

Federal jobs tend to offer high pay, great benefits, a strong employee support system, and they are some of the most coveted opportunities in today's job market. As a result, competition for these jobs is at a record high. To survive the initial resume screening, let alone achieve one of these in-demand jobs, candidates must understand how federal resumes are different from resumes for other occupations and know how to write them effectively. The Federal Resume Guidebook reveals this essential information and much more. Recently, the Hiring Reform Initiative completely changed the federal hiring process. The new edition of this best-selling book explains these new processes and procedures and teaches people how to write winning federal resumes. Readers learn how to effectively include KSAs in their resume, maximize their resume's presentation in Online Format, and maximize the readability of their USAJOBS federal resume. Readers also gain guidance for analyzing vacancy announcements to pinpoint keywords, mastering the Assessment Questionnaire, and the process for applying for federal jobs. In addition, this book showcases more than a dozen federal resume samples to demonstrate which components stand out best to HR specialists and hiring supervisors.

## **Book Information**

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## Customer Reviews

This book is exactly the resource I've been looking for to get my federal job applications up to speed. My only complaint is that too much time is spent looking at the old formats that DO NOT work for federal job applications. One or two examples of each of the non-preferred types would have been good enough. It also doesn't explain how MANY positions we should list, going into the required great detail. It usually only shows one sample. I have an extensive resume and it could end up being 8 to 10 pages! Not sure how to handle this. Also, this book arrived slightly damaged, with the upper right corner bent through the entire book, though it is brand new and not used. Because I needed it immediately, I can't return it but that was a bit disappointing.

This is a great resource to have when composing a Federal Resume. As an IT Security Specialist, I found the sample IT resume for a IT specialist (INFOSEC) outstanding. It reads well and things are easy to find to see how the candidate meets all the requirements. I particularly like the capitalized key words from the job announcement and the details coming afterward. I highly recommend this book to assist with building your Federal Resume. Also the tools on the web site are very helpful:[...]Thanks , Randy McHugh

I will give this book another star if I actually get hired somewhere in the system. I did change my usajobs online resume due to this book, my complaint for me is that 3/4 of the book I didn't find helpful. So we'll see if the other quarter helps me out.

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