

# For Federal Careers: Ten Steps To Federal Job



In this workshop, we will discuss the steps to federal employment, including the application process. We will also begin developing your federal resume.

Service Members, Active Duty Spouses and DoD employees and veterans are welcome to attend.

Where: RFSC, 3019 Embry Loop, Quantico, VA 22134  
When: 16 July 2013  
Time: 1300-1500

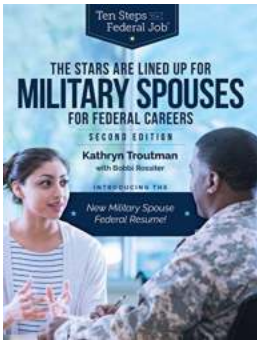
**To ensure space availability and register, please call 703-784-4963.**

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Are you ready to embark on a rewarding career in the federal government? Federal jobs offer stability, excellent benefits, and opportunities for growth. However, navigating the complex federal hiring process can be daunting. That's why we have compiled the essential ten steps to help you secure a federal job and begin your journey to a fulfilling career.

## **1. Understand Federal Job Vacancy Announcements:**

The first step to landing a federal job is to understand the vacancy announcements posted on federal job boards. These announcements provide important details about the position, qualifications, required documents, and application deadlines. Read all the instructions carefully, and make a note of the keywords used. Tailoring your application to match these keywords will increase your chances of success.



## The Stars Are Lined Up for Military Spouses: For Federal Careers (Ten Steps to a Federal Job)

by Kathryn Troutman ([Print Replica] Kindle Edition)

★★★★☆ 4.4 out of 5

Language : English

File size : 36001 KB

Print length: 126 pages

Lending : Enabled



## 2. Build a Targeted Federal Resume:

Creating a targeted federal resume is crucial. Use the keywords from the job announcement and highlight your skills, qualifications, and achievements that align with the position you are applying for. Make sure to provide specific examples of how you have demonstrated these competencies in your previous roles.

## 3. Prepare a Comprehensive Federal Cover Letter:

Along with your resume, a well-crafted federal cover letter is essential. Your cover letter should highlight your qualifications, accomplishments, and motivation for applying. It should also address any specific criteria mentioned in the job announcement.

#### **4. Research and Find Federal Job Opportunities:**

Take the time to research various federal agencies and departments that align with your skills and interests. Explore job boards, agency websites, and industry publications to identify potential job opportunities. Networking with professionals in your desired field can also provide valuable insider information and job leads.

#### **5. Complete the Online Federal Application:**

Having a well-prepared resume and cover letter is not enough. You must also navigate through the online federal application system accurately. Pay close attention to each section, ensuring all required information is provided. Be honest and transparent about your qualifications, as misleading or falsified information can lead to disqualification.

#### **6. Crack the Federal Job Interview:**

Securing an interview for a federal job is a significant milestone. Prepare for the interview by researching the agency, reviewing common interview questions, and practicing your responses. Emphasize your knowledge of the agency's mission and demonstrate how your skills and experiences align with their objectives.

#### **7. Understand the Background Check Process:**

Background checks are an integral part of the federal hiring process. Ensure you have a clean background and provide all necessary supporting documentation during this phase. Be prepared to undergo a thorough investigation to determine your suitability for federal employment.

#### **8. Salary Negotiation and Job Offer:**

If you successfully navigate the interview and background check stages, you may receive a job offer. When negotiating your salary, research prevailing wage rates

for similar positions, consider the cost of living, and evaluate your skills and experience. Be prepared to discuss your expectations and negotiate a fair compensation package.

## 9. Attend New Hire Orientation:

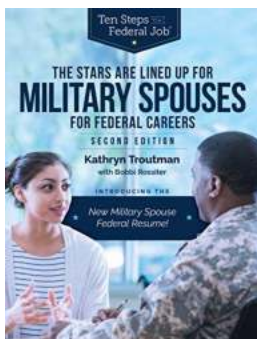
Once you accept a federal job offer, you will be required to attend a new hire orientation. This orientation provides an overview of the agency's policies, procedures, benefits, and expectations. Pay close attention and ask questions to ensure a smooth transition into your new role.

## 10. Continuous Career Development:

Learning and development are crucial for a successful federal career. Take advantage of training programs, workshops, and educational opportunities provided by your agency. Stay updated with industry trends, acquire new skills, and seek out mentors who can guide you on your path to career advancement.

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Securing a federal job can be a fulfilling and rewarding experience. By following these ten steps, you can navigate the complexities of the federal hiring process with confidence. Remember to stay persistent, continually improve your qualifications, and leverage the resources available to you. Start your journey towards a successful federal career today!



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Why should military spouses consider federal employment? Here are just some of the benefits that Troutman notes in *The Stars Are Lined Up for Military Spouses for Federal Careers*, 2nd Ed:

- More civilian jobs for the federal government are available on bases than for any other employer.
- Working for the feds enables military spouses to build a career with the same employer, as they and their families are moved to different bases.
- Uncle Sam is a family-friendly employer, with many tele-commute positions and flexible hours.
- In addition to federal holidays, the government provides 13 days leave per year (½ day (4 hours) for each pay period); 10 Federal Holidays; 13 days sick leave (1/2 day (4 hours) for each biweekly pay period),
- Establishing a federal career enables military spouses to build their own retirement benefits.
- These employment opportunities can provide needed extra income for military families.

Best-selling author Kathryn Troutman is known to be an innovator in the design of the 3-5 page federal resume. In 2010, she created the popular Outline Federal Resume Format, which uses KEYWORDS IN ALL CAPS to help the required

skills and abilities catch the eye of fed HR. For the 2nd edition of her guide, she adapted the outline format and created the new Military Spouse Federal Resume. Her goals were to make these applicants stand out and look better than other fed jobseekers.

“It’s time for military spouses to take credit for what they’ve done,” Troutman asserts. “I decided that they should start putting their Permanent Change of Order (PCS) history near the top of their resumes. The orders show where they’ve lived and moved over the years as a military spouse. This says up front that they’re a military spouse, and it explains why they have changed jobs and locations so frequently.”

**WHO SHOULD BUY THIS BOOK.** Military spouses, active military whose spouses are interested in federal jobs, federal job search counselors, and federal resume writers.

Special features of the 2nd Edition include:

- The of the NEW Military Spouse Federal Resume, which features the PCS Orders.
- 6 sample “after and before” resumes show how military spouses can best present their background.
- A chart of keywords for job series popular with military spouses is provided.
- Original list of how many DOD federal jobs are at each base was created especially for this book.

- Process broken down into 7 doable steps.
- Fun two-color design and reader-friendly layout makes info very accessible.

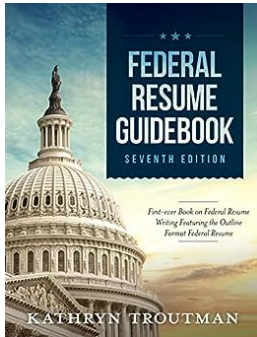
The Stars Are Lined Up for Military Spouses\* covers four different ways to land four different kinds of positions with the federal government:

- USAJOBS competitive hiring
- Excepted service jobs
- Non-Appropriated Fund (NAF) jobs
- Military Spouse Preference (MSP) jobs

Each of these paths requires different job search techniques and tips. Kathryn Troutman, known as the Federal Resume Guru, shares straightforward strategies based on her 40+ years of expertise with resume writing and career coaching. Military spouses will be encouraged and equipped to take control of their career.

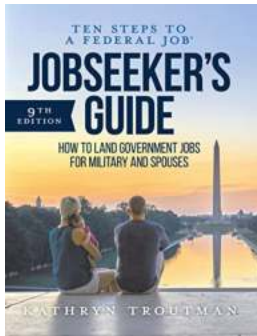
This reader-friendly publication contains:

- Updates with the latest federal hiring changes and initiatives
- Before and after resume samples
- Clear step-by-step instructions



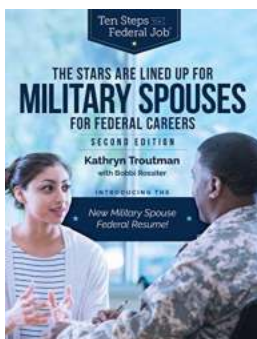
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Are you looking to apply for a federal government job? If so, it's crucial to have an exceptional federal resume that stands out from the competition. Federal resumes follow...



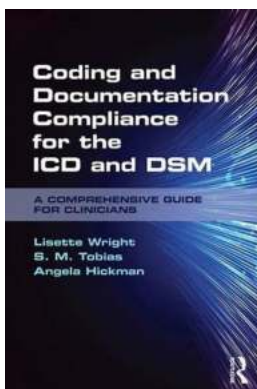
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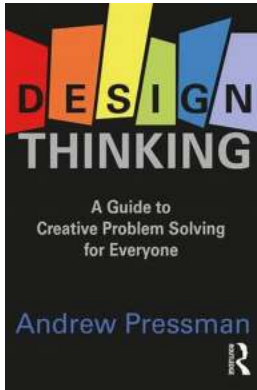
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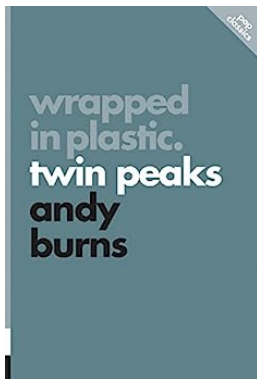
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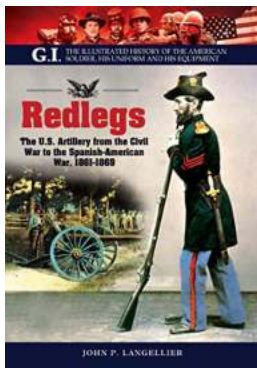
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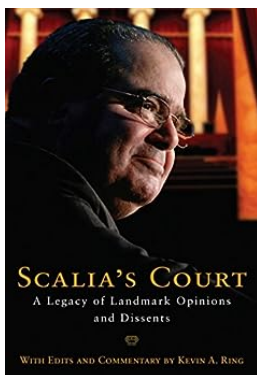
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