

Getting started on your federal job search and resume

Airman & Family Readiness offers employment and resume assistance including resume classes, a resource library and computers with sample bullets. Please call 302-677-3566.

How many hats do you wear at work? (Start by thinking of what List 8-10 here)

Examples: Administrative Support, Contracts and Purchasing, Project Coordination, Customer Support, Schedule Meetings

Verification of Military Experience and Training (VMET)

A good place to start is to Google VMET and pull your Verification of Military Experience and Training - it will have a lot of info you could use on your resume and also any of your training courses as well as descriptions which can be helpful. You will need to login with your CAC to get your VMET.

Converting your military experience into federal service: <http://www.mil2fedjobs.com>

The Federal Resume process is different from the standard resume. Below is the Resume-Place 10 Step Process to assist you.



- STEP 1: Review the Federal Job Process
- STEP 2: Network – Who Do You Know?
- STEP 3: Research Vacancy Announcements on USAJOBS
- STEP 4: Analyze Your Core Competencies
- STEP 5: Analyze Vacancy Announcements for Keywords
- STEP 6: Write Your Outline Format and Paper Format Federal Resumes
- STEP 7: KSAs and Assessment Questionnaires
- STEP 8: Apply for Jobs with USAJOBS
- STEP 9: Track & Follow Up on Your Applications
- STEP 10: Interview for a Federal Job

It's important to know what type of job you are interested in and qualified for and what type of agency you want to work for. Look at some agencies and learn their application process and mission.

Agency Listing: http://www.usa.gov/Agencies/Federal/All_Agencies/index.shtml

Visit USA Jobs to look for specific areas. You can also research opm.gov for various job descriptions and common duties.

The two most important things when preparing your resume are to look at the specialized experience and also the occupational questionnaire to pull out keywords (typically under required documents or how to apply). The verbiage in those two sections is what will help you get noticed.

HR professionals review resumes and hiring official don't want to dig for info so if you can all caps those words and put them under those categories it makes your resume stand out.

Some examples are:

TECHNICAL SUPPORT
DOCUMENTATION/COMMUNICATION
SOFTWARE DEVELOPMENT/TESTING
CUSTOMER SERVICE
JOB CONTROL
CHANGE MANAGEMENT

What are some of your accomplishments?

- **Designing new standards**
- **Technical oversight for project execution**
- **New product development**
- **Challenging engineering change recommendations**
- **Ensure integration and interoperability requirements are met**
- **Developed and interpreted specifications**
- **Reading and interpreting complex technical standards – and problem-solving**

When writing the content for your resume be sure and target key words and write your accomplishments according to the CCAR Model.

- **Challenge** – Describe a specific problem or goal.
- **Context** – Describe the individuals and groups you worked with, and/or the environment in which you worked, to address a particular challenge (e.g., clients, co-workers, members of Congress, shrinking budget, low morale).
- **Action** – Discuss the specific actions you took to address a challenge.
- **Results** – Give specific examples of measures/outcomes that had some impact on the organization.

Draft at least 3-5 accomplishments you can incorporate in your resume under the appropriate headings.

General Resume Guidelines:

- 3-5 pages in length
- All Caps Subheads using key words and the outline format
- Only use relevant information from the last 10 years