

The background of the slide is a solid dark brown color with a pattern of lighter brown, stylized autumn leaves scattered across it. The leaves have prominent veins and are oriented in various directions, creating a seasonal atmosphere.

**It's Fall...**

Time to find a federal job or internship

# Resumes

## Traditional vs. Federal

- Traditional Resume
  - General job you are applying for.
  - Past work experience
  - Sell your skills
- Federal Application
  - Separated in Federal Resume and the KSA Essay
  - Federal Resume (Spec. job, work, & qualifications)
  - KSA Essay (Specific questions or an essay where you sell your skills)

# Federal Resumes

## ■ JOB INFORMATION

- Applying for a specific position. No such thing as generic positions in the Federal Government.
- Use job announcement number (If available)
- List job title and pay grade you are applying for.
- If the job has specific subcategories or fields of work, list which categories you are interested in.
- Key word: BE SPECIFIC

# Federal Resumes

## ■ PERSONAL INFORMATION

- Full name
- Mailing address w/ zip code
- Day & evening phone numbers.
- Social Security Number
- Country of citizenship (most federal jobs req. U.S.)
- Veteran's preference (attach documents of proof)
- If previous federal employment, Reinstatement eligibility and highest civilian grade held.

# Federal Resumes

## ■ EDUCATION

### ■ High School

- Name, city, and state (zip code, if known)
- Date of diploma or GED

### ■ Colleges or Universities

- Name, city, and state (zip code, if known)
- Majors (Type and year of any degrees received)
- If no degrees, indicate total credits & semester system.

- Send transcripts only if the vacancy announcement requests it.

# Federal Resumes

## ■ WORK EXPERIENCE

- Give information on both paid & unpaid work
  - Job Title
  - Duties & accomplishments
  - Employer's name & address
  - Supervisor's name & telephone number
  - Starting & ending dates
  - Hours per week
  - Salary received
- Indicate if they may contact your current supervisor

# Federal Resumes

- OTHER QUALIFICATIONS
  - Job-related training courses (title & year)
  - Job-related skills (professional)
    - Examples: languages, software/hardware, tools, etc.
  - Job-related certificates and licenses (title & year)
  - Job-related honors, awards, and special accomplishments (give dates)
    - Examples: publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.

# Federal Resumes

- Things NOT to put in a Federal Resume:
  - References (most agencies have application forms you must fill out that will contain these)
  - Knowledges, skills, and abilities that do not directly categorize as professional work-related skills, such as aspirations, goals, and personal skills (that is what the KSA essay is for)
  - No “fluff”... get to the point.
- Exceptions: If the agency specifically asks for these, then put them in.

# Federal KSA Essays

- Knowledges, Skills, & Abilities
  - This is where you really get to sell yourself
  - Clarify any skills, abilities, or knowledges you have
  - Emphasize mostly personal skills on the KSA
  - Usual KSA formats:
    - A Series of Questions
    - A “Tell us about yourself” essay
    - An “Essay of interest”

# Federal KSA Essays

- A series of questions
  - Include question, followed by answer
  - Keep answers in short paragraphs (100 words)
- A “tell us about yourself” essay
  - Background history essay – Tell them who you are
  - Usually a page or two in length (500 to 1000 words)
- An “Essay of interest”
  - Tell why you think you belong in the job position
  - Usually a page or two in length (500 to 1000 words)

# Steps to finding a job using the Internet

1. Find the pay scale you qualify for
2. Discover the title of the position you're applying for
3. Use USAJOBS.com, but also apply directly to Excepted Service Agencies

# Figuring what you're worth

- Degree with no exp = gs5
- Degree with experience (or 3.0 GPA) = gs7
- Master degree in the correct field or 1 yr specialized experience (or combination) = gs9
- PHD or 3 year graduate level education in the same field or matching specialized experience = gs11

Important concept: Specialized experience...

# What does it mean?

"One year of experience directly related to the occupation equivalent to at least the next lower grade level"

- "There is really no cut and dry answer to this. The best thing for the students or anybody applying for a position with the Federal Government is to look at the duties and the qualifications of the position. These are both listed on the announcement. Generally the qualifications will go something like this (for a GS-11 position)...One year equivalent to the GS-9, this is experience doing, "A", "B", and "C". The same type of information should be listed in the duties. So, if they have performed the duties as listed or feel they have performed duties that are close to the equivalent of what's listed then they should apply. Their application should reflect that they have performed those duties so that whoever reviews the application can see exactly what they have done. In addition, a Master's degree will qualify them for most GS-9's and a Bachelor's degree with a GPA of 3.0 will qualify them for a GS-7. If they think they may qualify they should apply. The worst that could happen is that they get a notice saying they don't qualify. Hope this helps you out."

# ~~What's your title?~~

## ~~ACCOUNTING~~

~~Accountants  
Auditors  
Contract Specialists  
Financial Managers  
Financial Administrators  
Financial Institution Examiners  
Intelligence Specialists  
Internal Revenue Agents  
GAO Evaluators~~

## **JOB CATEGORY NAME**

Accounting, Budget and Finance

## ~~COMPUTER SCIENCE~~

~~Computer Science Specialists  
Computer Specialists  
Program Managers  
Management Analysts  
Computer Programmers  
It Specialist~~

## **JOB CATEGORY NAME**

Information Technology

# How to use USAJOBS.com

1. Create account (easy)
2. Create search agents
3. Browse for results
4. Apply



## 2. Create Search Agents

- Click the “MyUSAJOBS” button
- Click the “Manage Agents” link
- Click “Create New Agent”



HOME | SEARCH JOBS | MYUSAJOBS | FORMS | EMPLOYER SERVICES

Profile | Resume | Agent | Applications | Cover Letters | Log Out

Current Job Search Agents

You have created 4 of a possible 5 agents.

Agent1	Information Technology - Security <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	Date Posted 2/22/2004
Agent2	FTC <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	Date Posted 9/5/2004
Agent3	Keywords - security computer <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	Date Posted 9/9/2004
Agent4	Just IT <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	Date Posted 10/12/2004

[Create New Agent](#)

Job Category – Listed previously

Pay Range – Use Pay Grade Range  
NOT Salary Range

If you want a job, check both Full and  
Part time. Most are full time anyway,  
but you should keep options open

Select a title and save it

Job Categories

----- Select all -----

Accounting, Budget and Finance

Biological Sciences

Business, Industry, and Procurement

Copyright, Patent, and Trademark

Salary Range

from  to

OR

Pay Grade Range:

from  to

Position Type

Part-Time  Full-Time

Agent title \*

Save Agent

## (Possibly) one more option: Are you a veteran or previous federal employee?

**Applicant Eligibility:** Are you one of the following?

- A current permanent Federal employee in a competitive position or a former employee with reinstatement eligibility
- A current Federal employee in an excepted service position covered by an interchange agreement
- A person eligible for veterans' preference or person separated from the armed forces under honorable conditions after 3 years or more of continuous military service
- A person with non-competitive appointment eligibility

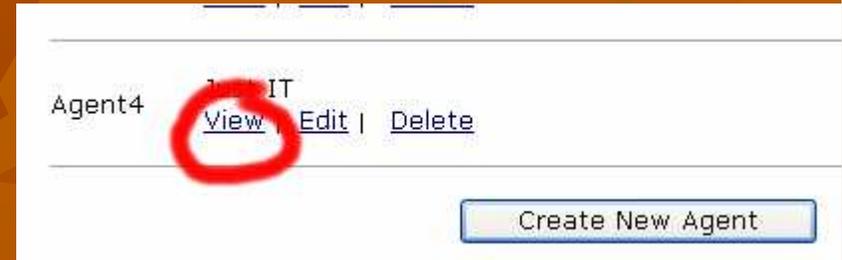
No  Yes

Basically, all other options either don't apply or will harm your ability to find opportunities. Ex:

- Location
- Specific job title
- Agency
- Key words

# 3. View Search Agents

Return to your "My USAJOBS" page and click the "View" link to see the results of your agent.



Jobs 1 to 13 of 13 Show Jobs Opening:  View: [Brief](#) | **[Detailed](#)**

Opening Date	Job Summary	Agency	Location
Oct 12, 2004	<b>INFORMATION TECHNOLOGY SPECIALIST</b> Position is with the U.S. Department of Transportation, VolpeNationalTransportation Systems Center. Duty Location: Cambridge, MA. Appli cants must submit an occupational questionnaire (Form C) and a ... <a href="#">[more]</a>	Transportation, Research and Special Programs Administration	US-MA-CAMBRIDGE
	<b>Vacancy Ann.#:</b> PHPA-4-198767S0 <b>Who May Apply:</b> US Citizens <b>Pay Plan:</b> GS-2210-11/1 <b>Appointment Term:</b> Term <b>Job Status:</b> Full Time <b>Closing Date:</b> 10/23/2004 <b>Salary:</b> From 54,287.00 to 70,571.00 USD per year		

# Two common job posting styles:

**USAJOBS**™ USAJOBS is the official job site of the United States Federal Government. "WORKING FOR AMERICA" It's your one-stop source for Federal jobs and employment information.

HOME | SEARCH JOBS | MY USAJOBS | FORMS | EMPLOYER SERVICES

**CAREERS IN motion**  
U.S. Department of Transportation  
Research and Special Programs Administration

Department: Department Of Transportation  
Agency: Research and Special Programs Administration  
Job Announcement Number: PHA-4-15976790

**Vacancy Announcement** [Back to Search Results](#)

U.S. DEPARTMENT OF TRANSPORTATION  
VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER  
C/O U.S. OFFICE OF PERSONNEL MANAGEMENT  
PHILADELPHIA SERVICES BRANCH

**VACANCY ANNOUNCEMENT**  
**VACANCY IDENTIFICATION NUMBER:** PH198767

**OPENING DATE:** Oct 12, 2004  
**CLOSING DATE:** Oct 23, 2004

**POSITION:** INFORMATION TECHNOLOGY SPECIALIST, GS-2210-11  
**SALARY:** - \$54,267.00 - \$70,571.00

**THIS IS A TERM APPOINTMENT NOT TO EXCEED FOUR (4) YEARS FROM TIME OF APPOINTMENT**

**LOCATION(S):**  
CAMBRIDGE, MA - 1 vacancy

**EMPLOYING AGENCY:** U.S. DEPARTMENT OF TRANSPORTATION, VOLPE NATIONAL TRANSPORTATION SYS CENTER

**APPLICATIONS WILL BE ACCEPTED FROM :** ALL U.S. CITIZENS

**MAJOR DUTIES:**  
Serves as a hands on information systems expert covering a wide range of duties principally focused on 1) systems administration, 2) database administration, 3) web server administration, and 4) backup administration. Along with other IT specialists in the Surface Transportation Information Systems Division, conducts assignments involved in administering and ensuring the effective, efficient, and continuous operation of existing information

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**Office Of The Inspector General**

Department: Department Of Justice  
Agency: Office of the Inspector General  
Job Announcement Number: OIG-2004-83

**Overview** | **Duties** | Qualifications and Evaluation | How to Apply | Benefits and Other Information

[Back to Search Results](#)

**INFORMATION TECHNOLOGY SPECIALIST**

**SALARY RANGE:** 27,597.00 - 69,850.00 USD per year  
**OPEN PERIOD:** Monday, October 11, 2004 to Friday, November 05, 2004

**SERIES & GRADE:** GS-2210-05/11  
**POSITION INFORMATION:** Full-Time Permanent

**PROMOTION POTENTIAL:** 13  
**DUTY LOCATIONS:** 1 vacancy - Washington, DC

**WHO MAY BE CONSIDERED:**  
Open to all qualified persons.

**JOB SUMMARY:**  
This position is located in the Department of Justice, (DOJ) Office of the Inspector General, (OIG) Audit Division, Computer Security and Information Technology Audit Office (CSITAO). CSITAO performs audits of computer systems and information technology in accordance with applicable DOJ orders. CSITAO reviews controls within computer systems, applications, methods and hardware systems involving organizational, physical, personnel, and security functions in accordance with Government Accountability Office (GAO) standards and guidelines.

**KEY REQUIREMENTS:**

- U.S. Citizenship
- Background and/or Security Investigation required.
- Designated and/or Random Drug Testing required.

[Back to Search Results](#)

Look for the duties section first!

## 4. Apply

- Pay close attention to their instructions (make a checklist if necessary)
- Submit resume or OF612 (as required)
- Draft response to KSA's if any
- If you have question, look for a contact person
- If you create a new resume or cover letter for the position, save it on USAJOBS system for future use

# Tips

- What to do when there's a contact person listed (phone or e-mail)
- Resume vs. OF 612 application
- KSA's don't replace cover letters (make sure you have a cover letter)
- Some agencies require specific resume formats (be sure to check up on who you applying to)
  - Example: RESUMIX format req. by VA, Dept. of Defense, and the Air Force.

# Excepted Service Agencies

- Have their own hiring process, procedures and qualifications. You should apply to them directly:

- Post Rates Commission  
[www.prc.gov](http://www.prc.gov)

- Postal Service [www.usps.gov](http://www.usps.gov)

- Tennessee Valley Authority  
[www.tva.gov](http://www.tva.gov)

- United States Mission to the United Nations [www.un.int/usa](http://www.un.int/usa)

- United States Supreme Court Building (202) 479-3000

- Administrative Office of the U.S. Courts [www.uscourts.gov](http://www.uscourts.gov)

- United States Claims Court  
[www.uscfc.uscourts.gov](http://www.uscfc.uscourts.gov)

- U.S. Senate [www.senate.gov](http://www.senate.gov)

- U.S. House of Representatives  
[www.house.gov](http://www.house.gov)

- Library of Congress [www.loc.gov](http://www.loc.gov)

- Federal Reserve System, Board of Governors [www.federalreserve.gov](http://www.federalreserve.gov)

- Central Intelligence Agency  
[www.cia.gov](http://www.cia.gov)

- Defense Intelligence Agency  
[www.dia.mil](http://www.dia.mil)

- U.S. Department of State  
[www.state.gov](http://www.state.gov)

- Federal Bureau of Investigation  
[www.fbi.gov](http://www.fbi.gov)

- General Accounting Office  
[www.gao.gov](http://www.gao.gov)

- Agency for International Development [www.usaid.gov](http://www.usaid.gov)

- National Security Agency  
[www.nsa.gov](http://www.nsa.gov)

- U.S. Nuclear Regulatory Commission [www.nrc.gov](http://www.nrc.gov)