

Federal Resume Guidebook Fifth Edition

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Federal Resume Guide Page 5 Tab 1 - Overview – briefly describes the job and provides basic information regarding salary, who may apply, duty location, open period for acceptance of applications, and job summary. Tab 2 - Duties – cites the major duties and responsibilities of the job.

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Author, Kathryn Troutman, is the known "Federal Resume Guru". This is the FIRST-EVER book on Federal Resume Writing and it is continually used as a text inside of Federal Agencies in the Government to teach Federal Resume Writing to current Federal Employees. The Federal Human Resources Specialists like the Outline Format which is featured in this text and created by Kathryn Troutman, The Outline Format features ALL CAP KEYWORDS from the job announcement; small paragraphs for easy reading; and Accomplishments to prove the KSAs that are required for the position. This 5-page resume format and the samples in THIS BOOK, can result in BEST QUALIFIED, REFERRED, INTERVIEWED AND HIRED APPLICANTS for Federal Careers. The Federal Resume is different than the Private Sector Resume. Five pages vs. two pages. The resume must match the USAJOBS announcement qualifications, keywords and questionnaire. See samples and learn the differences that can result in a BEST QUALIFIED application for a Federal Career or Promotion! ALSO Federal Career Change chapters to break into a Federal career from military, contracting, private sector, new graduates.

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Argues for an end to the practice of criminalizing artists and Internet users who build on the creative works of others and for implementing a collaborative and profitable "hybrid economy" that encourages innovation and protects both creative and ethical needs.

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