

# Federal Employment

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TAACCCT Grant

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# Contents

- Preparing to write the resume
  - Resume formatting
  - How to write resume statements that stand out
- 
- Supplemental Materials Will Be Emailed To You



# Preparation is Key

Interview

Assumptions

Agency & Announcement

Details, Numbers, Accomplishments

# Preparing to Write the Resume

- Research
  - The agency
  - The job announcement



# Resume Formatting

- Required Information:
  - Citizenship status
  - Veterans' Preference (if it applies)
  - Position Title
    - Title, Company Name, Date Range (month/year), Full Mailing Address, Salary, Hours/week, Supervisor Name and Contact Information
  - Education
    - High School, Degree earned (or working toward) with number of credit hours earned, name of school, city, state, month/year

# Formatting

- **Additional Training**
  - Include name of training, city/state, dates
- **Other Qualifications**
  - Awards, Computer Skills, Languages, Publications, Professional Memberships, Certifications (not from formal education)



# Writing Statements that Stand Out

**Accomplishments**

**Key Words**

**Error-Free**

**Consistent Formatting**

# Challenge / Action / Result

- Challenge / Task / Situation / Skill
- Action – what did you do?
- Results – what result did your actions have?  
Impact?



Coordinated five fundraising events, oversaw planning, staffing, decorations, and catering; raised over \$15,000 for children in need.

Raised over \$15,000 for children's fund by coordinating five fundraising events; oversaw event planning, staffing, decorations, and catering.

Supervised a team of four sales staff; created daily work schedules, checked register for accuracy, communicated changes to sales merchandise, and greeted customers.

# Keep in Mind

- Always have another set of eyes
- Take the time to research
- Keep the hiring manager in mind
- Ensure you have followed all of the directions
- Remember the Questionnaire
- Don't give up!

