

**FIND YOUR
FEDERAL JOB FIT**

Special Agent in Charge

Objectives

At the end of this workshop, participants will be able to:

- **Implement a basic model for reading and analyzing a federal job opportunity announcement,**
- **Understand the importance of specialized experience for qualifying for a federal job, and**
- **Leave with a clear idea of how to customize each and every résumé to the federal job announcement**

USAJOBS: Home Page/ Basic Search

[Home](#) [Search Jobs](#) [My Account](#) [Resource Center](#)

[SIGN IN OR CREATE AN ACCOUNT](#)

**Search term:
1720**

USAJOBS[®]
"WORKING FOR AMERICA"

**Location:
DC**

Keyword:

1720



Location:

DC

U.S. Citizens

Federal Employees

Search

[Advanced Search >](#)

[Individuals with Disabilities](#) | [Veterans](#) | [Students and Recent Graduates](#) | [Senior Executives](#)

USAJOBS: Search Results = 2

Home Search Jobs My Account Resource Center



Keyword: Location:

Keywords, Job Title, Control #, Agency City, State, ZIP Code, o

You are currently searching on:

Keyword: 1720 [Remove](#)

Location: District of Columbia [Remove](#)

Refine Your Results By:

Who May Apply:

- U.S. Citizens
- Federal Employees [?](#)

- ▶ Salary [?](#)
- ▶ Pay Grade [?](#)
- ▶ Department and Agency [?](#)
- ▶ Work Type [?](#)
- ▶ Posting Date [?](#)
- ▶ Exclude These [?](#)

You can also: [?](#)

Save This Search

Get RSS Feed

Edit Search Criteria

1 to 2 of 2 results

Education Program Specialist, GS-1720-13/14, DEU

The incumbent in this position serves as an Education Program Specialist in the Office of Postsecondary Education; Policy, Planning Development and Accreditation. The incumbent performs professional work for an educationally related program (or group of progr

Salary:	\$89,924.00 - \$138,136.00 / Per Year	Department:	Department Of Education
Series & Grade:	GS-1720-13/14	Agency:	Office of Postsecondary Education
Location(s):	District of Columbia, District of Columbia	Position Info:	Full time - Permanent
Open Period:	5/19/2014 to 5/30/2014	Who May Apply:	One or more vacancies may be filled thro announcement. The area of consi...
Announcement Number:	OPE-2014-0030		

Education Program Specialist

About the Position: The position is located with National Guard Bureau in the Joint Training and Exercise Division which is the major within the National Guard Bureau. As the Education Program Specialist providing management and oversight of the registrar functio

Salary:	\$75,621.00 - \$98,305.00 / Per Year	Department:	Department of the Army
Series & Grade:	GS-1720-12/12	Agency:	Office of the Chief of the National Guard
Location(s):	Arlington, Virginia	Position Info:	Full Time - Term NTE One year
Open Period:	5/9/2014 to 5/23/2014	Who May Apply:	United States Citizens
Announcement	NCHT149718341114895T		

Advanced Search Tutorial

<https://help.usajobs.gov/images/0/07/Advanced%20Search%20Tutorial.pdf>

Advanced Search Tutorial

This tutorial will show you how to find federal job opportunity announcements using the Advanced Search functionality of USAJOBS.

You are not required to have an account or be signed into USAJOBS in order to search for a job. You are required to have an account and be signed in before saving a search or applying for job opportunity announcements.



Keyword: **Location:**

Keywords, Job Title, Control #, Agency, Skills *City, State, ZIP Code, or Country*

U.S. Citizens
 Federal Employees

Search

[Advanced Search >](#)

To start, click on the "Advanced Search" link.



The background of the slide is a close-up, slightly blurred image of the American flag, showing the stars and stripes in shades of blue, white, and red. The stars are prominent in the upper and lower portions of the frame.

The Anatomy of a Federal Job Opportunity Announcement



Keyword:

Keywords, Job Title, Control #, Agency

Location:

City, State

[< Back to Results](#)

Overview

Duties

Qualifications & Evaluations

Benefits & Other Info

How to Apply

Office Of The Chief Of The National Guard Bureau

Job Title: Education Program Specialist
Department: Department of the Army
Agency: Office of the Chief of the National Guard Bureau
Job Announcement Number: NCHT149718341114895T

SALARY RANGE: \$75,621.00 to \$98,305.00 / Per Year
OPEN PERIOD: Friday, May 09, 2014 to Friday, May 23, 2014
SERIES & GRADE: GS-1720-12
POSITION INFORMATION: Full Time - Term NTE One year
PROMOTION POTENTIAL: 12
DUTY LOCATIONS: 1 vacancy in the following location
Arlington, VA [View Map](#)
United States Citizens
WHO MAY APPLY:
SECURITY CLEARANCE: Secret
SUPERVISORY STATUS: No

JOB SUMMARY:

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

Are you eligible to apply?

Answer: yes

Qualifications: Education/Combination

QUALIFICATIONS REQUIRED:

[Back to top](#)

In order to qualify, you must meet the education and/or experience requirements described below. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application. [See the requirements in this document.](#)

Basic Requirements:

Degree: that included or was supplemented by relevant work of the position to be filled, of which at least 9 semester hours must have been in education courses.

or

Combination of education and experience -- at least 24 semester hours in a field related to the work of the position to be filled, of which at least 9 semester hours must have been in education courses, plus appropriate experience or additional education. The experience must reflect the level and kind described in C below.

or

Four years of experience that demonstrated a thorough understanding of the principles and practices underlying the work of this series. This experience must have been of such character and diversity to demonstrate that the applicant possesses an understanding of the field comparable to that normally acquired through successful completion of a full 4-year course of study in an accredited college or university.

or

At least 1 full academic year of professional teaching experience. This experience is defined as full and primary responsibility, under general supervision, for instruction of assigned students in an accredited school or institution. This includes responsibility for preparing and presenting lessons and for evaluating students' progress, including a determination of the students' success or failure according to established criteria. Serving in an assistant capacity to a professor without the authority to determine the students' success or failure to meet course requirements does not meet this criterion.

Are you qualified to apply based on:

1. Education requirement OR
2. Experience requirement OR
3. Combination of the two?

Qualifications: Experience/Competencies

Experience required: To qualify based on your work experience, your resume must describe at least one year of experience which prepared you to do the work in this job. Specialized experience is defined as: experience in the implementation of education principles, processes and practices associated with adult learning and physician education programs. Experience developing and managing education training courses, determining the effectiveness and efficiency of programs. Experience in providing strong diplomatic communications both orally and in writing to recommend revisions and clarifications of the guidelines, standards and regulations, provide counsel to students in academic matters and complete written evaluations, detailed reports and briefing materials.

You will be evaluated on the basis of your level of competency (knowledge, skills, abilities) in the following areas:

Knowledge Educational program education theories, principles, processes and practices.

Ability to develop and evaluate educational training courses.

Skill In written communication

Skill In oral communication

SUGGESTION:

Compose a 7-9 sentence paragraph addressing EACH of these competencies/ KSAs.

Post to the Additional Information section of the résumé builder. You can use first person for these.

Use the CCAR Model: Context, Challenge, Action, Results
http://www.faa.gov/about/offic_e_org/headquarters_offices/ahr/jobs_careers/exec_opportuniti_es/exec_vacancies/how/

KEY REQUIREMENTS

- You must be a U.S. Citizen.
- Must complete a Background Investigation and fingerprint check.
- Relocation Expenses will not be paid.

Do you meet the conditions of employment?

(Add Duties as appropriate, but your main focus should be on specialized experience)

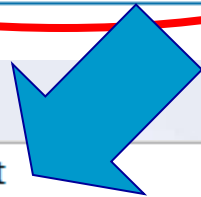
DUTIES:

[Back to top](#)

- Serves as the Education Program Specialist for all Registrar and operational activities.
- Provides management and oversight of the registrar function for the NGB Joint Training Continuum Portfolio of courses.
- Manages all training courses on the Joint Training Continuum, ensuring tracking and accurate accounting of current information.
- Develop course objectives, selects and implements appropriate format, monitors and adapts to changes in plans and priorities.

If you are relying on your education to meet qualification requirements: You MUST submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified." See: [Transcripts and Licenses](#)

If you are unable to apply online or unable to upload your supporting documents follow the directions located at: [Faxing Applications and Documents](#) The Vacancy ID is 1114895. You will need the questionnaire, [View Occupational Questionnaire](#), to complete your faxed application



Education Program Specialist

Vacancy ID: 1114895 Announcement Number: NCHT149718341114895T USAJOBS Control Number: 369296400

Social Security Number

Enter your Social Security Number in the space indicated. Providing your Social Security Number is voluntary, however we can not process your application without it.

Vacancy Identification Number

The Vacancy Identification Number is: 1114895

1. Title of Job

Education Program Specialist

2. Biographic Data

All biographic information is required, except for your telephone number and the contact time.

Your résumé must support the ratings you give yourself on the questionnaire. Because your résumé is a stand-alone document, each competency MUST be documented in your résumé.

HOW TO APPLY:

To apply for this position, you must complete the application and supporting documentation specified in the **Required Documents**.

Did you follow the application submission instructions explicitly?

The complete application package must be submitted by 11:59 PM (EST) on Friday, May 23, 2014 to receive consideration.

- To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.
- Click the Submit My Answers button to submit your application package.
- It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.
- To verify your application is complete, log into [your USAJOBS account](#), select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.
- To return to an incomplete application, log into [your USAJOBS account](#) and click Update Application in the vacancy announcement. **You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.**
- It is your responsibility to verify that information entered, uploaded, or faxed (i.e., resume) is complete, accurate, and submitted by the closing date. Uploaded documents may take up to one hour to clear the virus scan. Faxed documents must be completely transmitted by 11:59p.m. Eastern Standard Time on the closing date of the announcement.

The Department of the Army provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing civilian personnel unit. Your requests for reasonable accommodation will be addressed on a case-by-case basis.

WHAT TO EXPECT NEXT:

We will inform you of the status of your application at four stages: (1) Upon receipt of your application; (2) Upon minimum qualification determinations; (3) Upon issuing the highly qualified candidates to the hiring official and finally (4) once a selection is made. It is essential that you have a current e-mail address on file with USAJOBS. You be notified of our application status by the servicing Human Resources Specialist via email. You may also check the status of your application at [USA JOBS](#).

Applications 1 to 9

Page: [1]

Page 1 of 1



Initial Application Date	Job Summary	Job Status	Agency Name	Status Updated	Application Status 
08/09/2012	Information Technology Specialist (INET) Job Number: DEU-12-167 Pay Plan: GS-2210-12/13 Location: US-District of Columbia- Washington DC Metro Area	Closed	Broadcasting Board of Governors	08/09/2012	Application Incomplete more information...
08/07/2012	Management and Program Analyst Job Number: HQ12B0021 Pay Plan: GS-0343-12/14 Location: US-District of Columbia- Washington DC	Closed	Headquarters, NASA	08/07/2012	Application Status Not Available
04/26/2012	Information Technology Specialist (System Analysis) Job Number: HHS-CMS-DE-12-640453 Pay Plan: GS-2210-09/12 Location: US-Maryland-Woodlawn	Closed	Centers for Medicare & Medicaid Services	04/26/2012	Application Incomplete more information...



USAJOBS

Résumé Builder

Using the Federal Résumé Builder

[Home](#) [Search Jobs](#) [My Account](#) [Resource Center](#)

Welcome Karol! | [Sign out](#)



What:

[Advanced Search >](#)

Where:

Radius: 20 miles

My Account

Karol Taylor (Your profile)

Resumes (up to 5)

Last Login:
05/30/2013 10:28 AM ET

Saved Searches (up to 10)

Profile Update:
05/16/2013 10:29 AM ET

Inbox

Saved Jobs (up to 25)

[Edit Profile](#)

Saved Documents (up to 10) [Know?](#)

Application Status

Welcome to your USAJOBS account!

Did you know about all the USAJOBS resources to help you find federal job opportunities easier, faster and smarter?


Here's just a few ways USAJOBS can help you:

- Visit the [Resource Center](#) for all types of information including job search tips, federal job eligibility criteria, special hiring paths and how to use USAJOBS tools
- Join the conversation by visiting the USAJOBS [Facebook](#) page and following [Twitter](#) updates
- Learn about the latest USAJOBS [enhancements](#) to improve your user experience

RECOMMENDATION:
Use the USAJOBS.gov résumé builder, not an uploaded résumé, to highlight your skills and accomplishments.

 My Account

 Profile

 Resumes

 Saved Searches

 Inbox (1)

 Saved Jobs

 Saved Documents

 Application Status

USAJOBS allows you to store resumes to update your resume(s) before you include the following types of information: Executive Order 13526 (dated December 17, 2009) sensitive information you do not wish of yourself may result in your resume being removed.

If you make your resume searchable, you are making it available to recruiters searching our resume bank.

Create your first résumé – #1 – by copying and pasting it from a .txt document saved from your MS Word résumé. Duplicate résumé #1, then customize résumé #2. Always keep résumé #1 up to date but never use it to apply for a federal job.

Resume 1: Resume 1

[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#) | [Renew](#)

Status: Searchable

[Make Non-Searchable](#)

Expiration Date: 8/25/2015

Format: USAJOBS Resume

Source: Built with USAJOBS Resume Builder

Resume 2: Copy of Resume 1

[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)

Status: Not Searchable

[Make Searchable](#)

Format: USAJOBS Resume

Source: Built with USAJOBS Resume Builder

[Build New Resume](#)

[Upload New Resume](#)

You have created 2 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.

Sample Federal Résumé

Abraham Lincoln

1111 President Drive/ Washington, DC 20005

Evening Phone: 202 200 2222/ Email: alincoln@pastpresidents.com

Country of citizenship: United States of America
Veterans' Preference: No
Highest Grade: GS-02-7, 06/2003-08/2003
Contact Current Employer: Yes

AVAILABILITY Job Type: Permanent
Temporary Promotion
Federal Career Intern

Work Schedule: Full Time

DESIRED LOCATIONS US-DC-Washington/Metro
US-VA-Northern

WORK EXPERIENCE Virginia Cooperative Extension Fairfax, VA US 9/2006 - 4/2007
Salary: 20 USD Per Hour
Hours per week: 40
Program Coordinator
-Oversee three mentoring programs in limited resource communities
-Recruit, train, and manage 25 adult mentors and 30 youth
-Develop marketing and training materials for use in FMP programs and other county mentoring initiatives
-Write and manage program grants, hire outside contractors for grant implementation
-Communicate in Spanish with program participants and their families (Contact Supervisor: Yes, Supervisor's Name: Clyde Jackson, Supervisor's Phone: 703-324-5369)

U.S. Consulate (Department of State) Milan, Lombardy Italy 6/2005 - 8/2005
Grade Level: NA
Hours per week: 45

Political and Economic Section Intern, NA
-Researched and wrote regional economic and political briefs for US Ambassador's Milan consulate district visits
-Worked with Italian professionals in regional chambers of commerce, banks, NGOs, and government offices to compile briefs
-Utilized Italian language skills and political and cultural knowledge in a variety of settings (Contact Supervisor: Yes, Supervisor's Name: Lisa Miller, Supervisor's Phone: State Dept in Wash. DC)

Department of State (Educational and Cultural Affairs) Washington, DC US 9/2002 - 8/2003
Grade Level: O2
Hours per week: 20

Intern then Public Affairs Assistant, GS
-Wrote articles in Bureau newsletter & press releases
-Drafted memoranda for the Undersecretary of State
-Supervised contractors on communications project
-Contacted and pitched media for program publicity
-Assembled financial and budget information for use in ECA material (Contact Supervisor: Yes, Supervisor's Name: Nina Bishop, Supervisor's Phone: 202-203-7024)

EDUCATION Catholic University of America, Columbus School of Law Washington, DC US

0 Semester Hours
Major: Law

University of Virginia
Charlottesville, VA US
Bachelor's Degree - 5/2006
121 Semester Hours
Major: Foreign Affairs, Italian Language (double major)
GPA: 3.50 out of 4.0

LANGUAGES

Italian
Spoken: Advanced
Written: Advanced
Read: Advanced

Spanish
Spoken: Advanced
Written: Advanced
Read: Advanced

AFFILIATIONS

National Italian American Foundation Member

REFERENCES

George Washington GWU Professor, Italian Language and Literature
Phone Number: 202-777-3333
Email Address: gwashington@pastpresidents.org
Reference Type: Personal

ADDITIONAL INFORMATION

Skills:
-Strong written and oral communication skills
-Strong analytical abilities and problem solving capabilities
-Grant writing experience (awarded "Dream Catchers" Program Grant by Community and Recreation Services, Fairfax County Government, Dec. 2006)
-Regional expertise in Balkan, Post-Soviet, and Western European political issues (including extensive regional travel and language capabilities)
-Proficient in Microsoft Office programs

Leadership and Service Roles:

Kaleidoscope Center for Cultural Fluency at UVA: Social Diversity Program, Director Sep. '04-May '05
-Developed forums for dialogue between diverse student groups
-Built partnerships between student groups through cultural programming

Società Italiana (Italian Society) at UVA, President Sep. '04-May '05
-Recruited executive committee members, planned meetings, managed a membership base of 40+ students
-Organized club involvement in national Italian-American collegiate workshops and events
-Created community events with local Italian businesses and restaurants

Other Roles at the University of Virginia:
Council of the College of Arts & Sciences:
Italian Department Representative Sep. '04-May '05
International Residence College: Academic Affairs, Committee Chair Sep. '03-May '04
Jefferson Literary and Debating Society: Elected Member Jan. '05-May '06
European Society: Culture Chair Jan. '04-Jan. '05

St. Anthony's Catholic Church, Falls Church, VA: Substitute Instructor, ESL Present

Tips for Addressing Your Skills and Accomplishments

- Use the specialized experience information reflected in the Qualifications section of the vacancy announcement
- Describe your experience with concrete words rather than vague descriptions. For example, say "managed a team of software engineers" not "responsible for managing, training...."
- Use words and phrases that define the level, complexity, and independence of your experience and skills:
 - write up to 10 complex technical documents per year;
 - prepare 1-2 complex policy statements annually;
 - prepare 2-3 routine correspondence documents per week;
 - speak before groups of 100 or more on an annual basis;
 - manage and provide oversight for multifaceted \$?M dollar projects;
 - work with groups of 6-12 members to build consensus; etc.
- Use modifiers to define the frequency at which you perform tasks, i.e., occasionally; regularly; once or twice a year; monthly; weekly; daily, etc.

More Tips

- Follow the CCAR method:
Context, **C**hallenge, **A**ction, **R**esults:
 1. Identify the Skill (**C**hallenge);
 2. Describe the Circumstances(**C**ontext);
 3. Cite an Example (**A**ction);
 4. Reinforce with Measurable data (**R**esults);
 5. State the Results (**R**esults).

Standard Rating/ Ranking Points

90 - 100 points = Exceptional experience for the position for which the applicant is being considered.

Typically assigned to applicants at the "**A**" quality level

80 - 89 points = Good experience for the position for which the applicant is being considered. Assigned to applicants at the "**C**" quality level

70 - 79 points = Minimally qualifying experience for the position for which the applicant is being considered.

Typically equated with minimum qualification, "**E**" quality level

The background of the slide is a stylized American flag. The top and bottom sections are dark blue with white stars, while the middle section is white. The stars are arranged in a grid pattern, and the stripes are visible in the bottom right corner.

Do Your Research

Functions the Federal Government hires for



Classification & Qualifications

CLASSIFYING GENERAL SCHEDULE POSITIONS

- Overview
- Standards
- Functional Guides**

Functional Guides for White Collar Work

Functional guides are used to determine the grade of broad categories of Federal white

RELATED INFORMATION

<http://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/#url=Functional-Guides>

Function Documents

Function	Title
Administrative Analysis	Administrative Analysis Grade Evaluation Guide [136 KB]
Clerical & Assistance	Grade Level Guide for Clerical and Assistance Work [99 KBB]
Collateral Correctional	Grade Level Guide for Positions Requiring Collateral Correctional Skills [52 KB]
Education Program	Grade Evaluation Guide for Positions of Managers of Operating Education Programs [124 KB]
Equipment Development	Equipment Development Grade Evaluation Guide [314 KB]
Instructional	Grade Level Guide for Instructional Work [126 KB]
Interpretive	Guide for the Evaluation of Professional Positions Engaged in Interpretive Work [107 KB]
Leader	General Schedule Leader Grade Evaluation Guide [104 KB]

How Federal Occupations are Organized (Classified)

Classification & Qualifications

CLASSIFYING GENERAL SCHEDULE POSITIONS

Overview

Standards

Functional Guides

Position Classification Standards for White Collar Work

Position classification standards provide information used in determining the occupational series and title for positions performing white collar work in the Federal Government. They also provide grading criteria for positions classified under the General Schedule (GS) Classification System.

If a series is not included in this list, we have not issued a specific classification standard for that series. Documents on the [Classifying White Collar Positions](#) webpage provide series definitions and guidance on classifying positions in series with no published standard.

Send questions to: fedclass@opm.gov

- 0000 – Miscellaneous Occupations Group
- 0100 – Social Science, Psychology, and Welfare Group
- 0200 – Human Resources Management Group
- 0300 – General Administrative, Clerical, and Office Services Group
- 0400 – Natural Resources Management and Biological Sciences Group
- 0500 – Accounting and Budget Group
- 0600 – Medical, Hospital, Dental, and Public Health Group
- 0700 – Veterinary Medical Science Group
- 0800 – Engineering and Architecture Group
- 0900 – Legal and Kindred Group
- 1000 – Information and Arts Group
- 1100 – Business and Industry Group
- 1200 – Copyright, Patent, and Trademark Group
- 1300 – Physical Sciences Group

<http://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/#url=Standards>

The background of the slide is a stylized American flag. The top half features a dark blue field with white stars, while the bottom half shows the red and white stripes of the flag. The text is overlaid on a white horizontal band that spans the width of the slide.

Bonus:

Avoid making these 11 mistakes during your federal job search

Avoid these 11 mistakes:

- **Beginning the federal job search without target occupations:** “Time spent in self-assessment and career exploration can pay dividends in seeking and finding a federal job that fits.”
- **Taking any federal job to get your foot in the door of the federal government:** “Lateral transfers often are difficult to obtain. Given the arduous hiring process, federal managers are reluctant to allow employees to move from their current positions.”
- **Narrowing your job search geographically by focusing only on Washington, DC:** “Only 15 percent of federal jobs are in the DC area”
- **Overlooking networking as a powerful federal job Search tool:** “Although federal law requires that the federal application process adhere to strict guidelines, you can find out about federal opportunities in many ways.”
- **Applying with a generic resume:** “A one-size-fits-all resume robs you of the opportunity to market your qualifications in the context of the job.”
- **Not promoting yourself:** “In a competitive marketplace, applicants who have the ability to toot their own horn are likely to get noticed, interviewed and hired.”

Avoid these 11 mistakes, continued

- **Applying for everything:** “You are wasting your time by applying for a position without sufficiently analyzing the vacancy announcement.”
- **Not spending enough time targeting application materials to your audience:** “Give yourself a chance to get an interview by analyzing the vacancy announcement and writing for your audience.”
- **Choosing jobs based on salary only:** “If the salary for a federal position seems low compared to what you earned in the private sector, consider the many benefits of federal employment.”
- **Applying only for jobs on USAJOBS:** “Federal law does not require that vacancies be posted on USAJOBS; the law requires only that jobs be advertised. Some federal agencies post their jobs on their own websites only.”
- **Misrepresenting background and experience:** “It is certainly important to sell yourself, but do so authentically and honestly.”

Summary – today we learned:

- **how to analyze a federal job opportunity announcement,**
- **the importance of specialized experience**
- **How to customize your résumé to the federal job announcement**

Any QUESTIONS 



**“Expert in clarifying the
Federal Job Search”**

KAROL TAYLOR

karol@tayloryourcareer.com

<http://www.tayloryourcareer.com>

<http://www.linkedin.com/in/tayloryourcareer/>

**LinkedIn Group Owner: Federal Job Search Support
240-447-2923 (C)**