

Your Federal Resume & Navigating USAjobs

Military & Family Readiness Center



REVIEW THE FEDERAL JOB PROCESS



Review the Federal Job Process

Federal Hiring Programs
Grade and Salary



Federal Hiring Programs and Preferences for Veterans

How do I qualify?

Federal Hiring Programs and Preferences for Veterans

Veterans Recruitment Appointments (VRA) **5 points**

- Up to GS-11 or equivalent
- Veterans are hired under excepted appointments to positions that are otherwise in the competitive service

Veterans Employment Opportunities Act (VEOA) **5 points**

- Gives eligible veterans access to jobs otherwise available only to status employees

30% or More Disabled Veterans **10 points**

- May be appointed to any position for which he or she is qualified, **without competition**



Federal Hiring Programs for Military Family Members & Public

Noncompetitive appointment of certain Military spouses to Competitive service positions

- Relocating with their service-member spouse as a result of permanent change of station (PCS) orders
- Spouses of service members who incurred 100% disability because of the service member's active duty service
- Spouse of service members killed while on active duty

Schedule A, 5 CFR 213.3102(u), for hiring people with physical disabilities, psychiatric disabilities, and intellectual disabilities.

- Such individuals may qualify for conversion to permanent status after two years of satisfactory service.
- Severe physical disabilities include but are not limited to heart disease, diabetes, depression, TBI, ADD/ADHD, etc.

Proof of Creditable Service (In Lieu of DD214)

- Print Proof of Service Letter
 - vMPF, click Self-Service Actions, click Personal Data, click Proof of Service letter
- Add sentence signed by Commander (w/full sig block)
 - "I certify that RANK FULL NAME is separating (or retiring) under honorable (or general) conditions as of FULL DATE and will begin terminal leave on FULL DATE."
- Valid only within **120 days** of discharge/release from active duty. (Some agencies may not accept if signed earlier than 120 days or discharge/release.)

Excepted Service Agencies Do not have to post on USAJOBS



Federal Reserve System, Board of Governors
Central Intelligence Agency
Defense Intelligence Agency
U.S. Department of State
Federal Bureau of Investigation
General Accounting Office
Agency for International Development
National Security Agency
U.S. Nuclear Regulatory Commission
Post Rates Commission
Postal Service
Tennessee Valley Authority
United States Mission to the United Nations

Analyze Your Core Competencies

What are the value-added competencies you can offer a supervisor?



Are These Core Competencies In Your Federal Resume?



Hard skills can make a difference in your resume!

- Program Management
- Quality Assurance
- Business Administration
- Customer Service

OPM Occupational Series



ALL positions are given an occupational series:

Determine your occupational series and write your resume to match that job title

Read more:

[OPM Occupational Series](#)



WRITE YOUR OUTLINE FORMAT FEDERAL RESUME



Write Your Outline Format Federal Resume

Conquer the most challenging step by understanding the Outline Format for your resume

Private Industry and TAP vs. Federal Resume

Private Industry and TAP Resume	Federal Resume
Typically 1-2 pages	3-5 pages based on specific character lengths (use full character lengths if possible)
Creative use of bold, underline, and other graphics	Text file, chronological, traditional format with no graphics; use CAPS for enhancement in lieu of graphics
No federal elements required (i.e., SSN, supervisor's name and phone, salary, veterans' preference, etc.)	Federal elements required (SSN, supervisor's name and phone, salary, veterans' preference, etc.)
Short accomplishment bullets focused on results	Accomplishment bullets focused on the details of "how" you attained results
Branded "headline"	Focus on the KSAs and competencies required in the announcement.
Keywords are important	Keywords are imperative
Focus on accomplishments; less details for position descriptions	Use blend of accomplishments and duties description with details
Profit motivated, product oriented, select customer base	Fiscal responsibility and grants, budgets, cost control, implementation of programs, legislation, serving the American public



Don't Use Just One Resume!



- **Do not** write one federal resume and use it to apply for all positions.
- **Do not** just submit your TAP resume as your federal resume.
- **Do not** upload your resume into USAJOBS. Use the resume builder instead.

Outline Format Federal Resume Is Easy to Read

- Use **small paragraphs** for readability.
- **ALL CAPS keywords** should match the keywords in the announcement.
- Add **accomplishments**
- **Copy and paste into USAJOBS**





Grade and Salary

Grade Level Based Upon Experience

Your resume **MUST** highlight at least **one year of specialized experience** at the next lower level.

GS-11 Qualifications

Your resume must demonstrate at least one year of specialized experience at or equivalent to the GS-10 grade level in the Federal service or equivalent experience in the private or public sector as an Electronics Technician in the field of electronic weapons systems. Specialized experience is defined as experience that is typically in or related to the work of the position to be filled and has equipped you with the particular knowledge, skills, and abilities, to successfully perform the duties of the position. Examples of qualifying experience may include:

- Interpreting electronic weapons system schematics, diagrams, and/or drawings;
- Preparing electronic weapons system technical documentation; and/or
- Performing electronic weapons system reliability testing to ensure functional integrity of equipment.

Grade Level Based on Education

How to determine your grade by education only:

- GS-4 – Two years above high school (or AA Degree)
- GS-5 – Based on Bachelor's Degree
- GS-7 – One full year of graduate study
- GS-9 – Master's degree or equivalent
- GS-11 – Ph.D.



NETWORK – WHO DO YOU KNOW?



Network

- Federal Employee coworkers
- LinkedIn

Networking – Who Do You Know?



- Other people, especially current and former Federal employees, are the best source of basic information and insider tips.
- Who do you know?
- Can they hire you now?
- If not, how can they help you?
- What connections do you need to make?



Research Vacancy Announcements on USAJOBS



Learn How to Search USAJOBS

Easiest search – keyword and/or geographic location:



The image shows a screenshot of the USAJOBS search interface. At the top center is the USAJOBS logo, which consists of the word "USAJOBS" in large red letters with a registered trademark symbol, and the tagline "WORKING FOR AMERICA" in smaller black letters below it. The logo is set against a circular background featuring a stylized eagle with wings spread. Below the logo are two search input fields. The first field is labeled "What:" and the second is labeled "Where:". A small blue circle with a white question mark is positioned between the two labels. Below the "Where:" field, there is a link that says "Advanced Search >". At the bottom center of the search area is a blue button with the text "Search Jobs" and a white right-pointing arrow.

Filtering Your Search Results

Refine Your Results

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

You Added ... [?](#)

program analyst

[Remove](#)

[Clear all and start new search](#) [✕](#)

Veterans and Current Federal Employees can check this box in upper left corner of screen to see more jobs.

Additional filters: location, pay, or occupation

Critical Announcement Features

Important sections in the federal vacancy announcement:

- Agency Name
- Title of Job, Grade, and Geographic Location
- Closing Date
- Who Can Apply
- Duties
- Qualifications and Specialized Experience
- Knowledge, Skills, and Abilities
- Questionnaire
- How to apply or the APPLY NOW link

Sample Announcement

Job Title: Budget Analyst
Department: Department of the Army
Agency: U.S. Army Corps of Engineers
Hiring Organization: HQ, U.S. Army Corps of Engineers Institute for Water Resources
Job Announcement Number: NCFL144107221266272

SALARY RANGE: \$48,851.00 to \$80,896.00 / Per Year
OPEN PERIOD: Wednesday, November 26, 2014 to Friday, December 5, 2014
SERIES & GRADE: GS-0560-09/11
POSITION INFORMATION: Full Time - Permanent
PROMOTION POTENTIAL: 11
DUTY LOCATIONS: Few vacancies in the following location(s):
Denver, CO [View Map](#)
Pittsburgh, PA [View Map](#)
WHO MAY APPLY: Status Candidates (Merit Promotion and VEOA Eligibles)
SECURITY CLEARANCE: Not Applicable
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.

View additional examples on www.USAJOBS.gov



Analyze Vacancy Announcements for Keywords

Find Keywords in Duties, Specialized Experience,
Qualifications, Questionnaires, and KSAs

Analyze Announcements for Keywords For Your Outline Format Resume



- Stand out with keywords
- Keywords can result in referrals, selections, and interviews
- HR specialists read for keywords
- Use at least 5-7 keywords, more is better

Where to Find Keywords

- Vacancy announcements
 - Duties and Qualifications sections
 - KSAs and Quality Ranking Factors
 - Specialized Experience section
 - Questionnaires
- [OPM Classification Standards](#)
- Organization mission
- Core competencies
- [FASCLASS](#)



Keywords from a Mission Statement

1152 Production Control

MISSION STATEMENT:

This position is a Production Specialist located in the **Operations** Department Scheduling Branch of Portsmouth Naval Shipyard. The individual selected assists the **Scheduling** Division Head in developing management strategies for all **nuclear and non-nuclear work** on all availabilities assigned to the Shipyard, all off-yard Selected Restricted Availabilities, Technical Availabilities, etc. and Shipyard Other Productive Work (OPW) projects.

DUTIES

Serve as an **assistant system manager** for the **development, implementation, and operation** of the **mainframe computer scheduling system** as well as **local application scheduling systems**. **Configure personal computer workstations** including installation of operating systems, application software, and updates for scheduler use. Prepare nuclear and non-nuclear work and test schedules for nuclear submarines, non-nuclear surface ships and service craft. Provide automation support to **maintain accurate databases**.

Keywords from Duties and Qualifications Sections of the Vacancy Announcement

0132 Intelligence Specialist

DUTIES:

- **Conduct research for intelligence information** in preparation of routine studies.
- **Maintain database(s)** for the assigned function.
- **Analyze and evaluate information** to determine the reliability and credibility of the source and significance of the information.
- **Perform intelligence and information warfare C4I system configuration control and requirements generation** for the command.
- Recognize the role of **Naval Intelligence** in intelligence production and/or collection management process.

QUALIFICATIONS REQUIRED:

In order to qualify for this position, your resume must demonstrate at least one year of specialized experience at the GS/GG-07 grade level in the federal government (or in the private or public sector) performing some or all of the following duties: 1) utilizing intelligence techniques to provide **written products**, 2) **basic research and database management**, and 3) performing **intelligence and information warfare systems configuration control and requirements**.

Keywords from the Specialized Experience Section

1105 Purchasing Series

SPECIALIZED EXPERIENCE: At least one (1) year of specialized experience at the next lower grade (GS-05) or equivalent.

Specialized experience must include experience **drawing conclusions** and making routine recommendations by analyzing routine facts and conditions; **making comparison of prices**, discounts, delivery dates, or handling charges; **performing common arithmetic practices** used in business (e.g., discounts and warranties) sufficient to compare prices on recurring types of procurements, e.g., standard commercial items; **applying guideline** material by reading and interpreting procurement regulations and technical material; **translating the guidance into specific actions**, e.g., assisting in the preparation of solicitation documents; performing **writing techniques** to present factual information clearly and to **draft simple contract provisions** and supporting documentation; and/or dealing with others in a work relationship to present information orally and to accomplish a given purpose.

Keywords from a Questionnaire

General Supply Specialist, GS-2001

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. Darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

- A- I have not had education, training or experience in performing this task.
- B- I have had education or training in performing the task, but have not yet performed it on the job.
- C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E- I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

4. **Interpret supply management regulations**, laws, concepts, principles to determine inventory management requirements.

5. **Use automated systems** to maintain records of supply items in inventory.

6. **Establish and implement policies**, procedural guidance and instruction for personal property control.

7. Recommend and **implement supply management policies** and procedures to ensure operational accountability of property.

Keywords from OPM Classification Standards

0341 Administrative Officer

CLASSIFICATION STANDARD

An administrative officer is a generalist. The total management process is his interest, and the proficiency required involves many aspects of management. **General management skills** are the paramount requirement. Though aspects such as **budget administration and personnel management** assume major importance in many positions and other aspects such as procurement and property management are also important in many jobs, no single functional, resource or service area forms a basis for the paramount skills.

Administrative officer positions typically include such duties and responsibilities as the following, or comparable duties:

1. Helping management to **identify its financial, personnel, and material needs and problems.**
2. **Developing budget estimates** and justifications; making sure that funds are used in accordance with the operating budget.

FIND ON: <http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/>



KSAs in the Federal Resume and Assessment Questionnaires

Example: KSAs in the Resume

Job Title: PUBLIC AFFAIRS SPECIALIST

Department: Department of the Army

Agency: U.S. Army Accession Command

Job Announcement Number: NEAJ12816501674933D

SPECIALIZED EXPERIENCE: Applicants must have one year of specialized experience at the GS-07 grade level to include the following areas: 1. Experience composing **written** documents such as newspaper articles/newsletters, news briefs, press releases, or feature articles for public media; 2. Experience utilizing current **social media networks** or video/digital formats to promote information, programs, events, or other newsworthy occurrences; and 3. Experience working with and **maintaining relationships** with individuals within and outside of an organization.

Example: KSAs in the Questionnaire

Section 2

Total Questions in this Assessment: 49

The following Minimum Qualifications questions will only be used to determine whether or not you meet the minimum qualification requirements for this position. You may wish to consult the vacancy announcement for a description of those requirements.

Minimum Qualifications for the GS-09 Mission Support Specialist.

2. Which of the following statements best describes your experience and/or education?

- A I have at least one year of experience as a Management Program Specialist or Mission Support Specialist, GS-0301-07 (or equivalent level) with the Federal government.
- B I have successfully completed two or more years of full-time graduate education or a master's (or higher) degree in an appropriate discipline from an accredited college or university (or I will within 9 months of my application to this announcement). I understand that I am required to submit proof of my claim.
- C I have at least one year of specialized experience performing developmental assignments under the close guidance of a higher level specialist that provided exposure to a wide variety of management/administrative methods, techniques, and practices in such areas as budget, personnel, space, property, and procurement plus instruction in the collection and analysis of information in support of program evaluations.
- D I have a combination of successfully completed graduate education in an appropriate discipline and experience as described in B or C above, that total of which equals 100%. (Find more details on how to compute percentages in the announcement under the Qualification Statements Heading).
- E I do not possess the experience and/or education described above.

Narrative

If you chose response C or D in the previous question, provide several brief examples of your accomplishments that demonstrate this experience. Also, provide the name and telephone number of a supervisor who can verify your claim. If you chose any other response, indicate "not applicable."

* Required



**Apply for Jobs with
USAJOBS**

TRACK AND FOLLOW UP ON YOUR APPLICATIONS



Track and Follow Up on Your Applications

How You Will Be Evaluated
Category Rating

How People Are Hired: The Competitive Process

Identify Job and Assessments

Recruit and Announce Job

Accept and Review Applications

Assess Applicants

Certify Eligibles

Select



How Long Does It Take to Fill a Federal Job?

Goal for Filling Federal Jobs: 90 to 120 days from the Date of Posting Job Announcement



How You Will Be Evaluated:

Your resume will go into one of three buckets

Best Qualified – This is the only group that will get Referred to the Supervisor.

Well-Qualified – not referred

Qualified – not referred

*“If you’re not in the top bucket,
you’re not in the game!”* – Kathryn Troutman



How Veterans Preference is Applied:

First, applicants are rated

	Status	Rating
Anne	Non-vet	Best
Cory	Non-disabled vet	Good
Aida	Non-vet	Good
Dom	Disabled vet	Good
Sheila	Non-disabled vet	Better
Chris	Non-disabled vet	Best
Mario	Non-vet	Best
Betty	Non-vet	Better
Suzie	Non-vet	Good



How Veterans' Preference Is Applied: Final Order of Applicants

CP rises to the top even though rating was good, not best.

	Status	Rating	Preference	Bucket
Dom	Disabled vet	Good	CP	Best Qualified
Chris	Non-disabled vet	Best	TP	Best Qualified
Anne	Non-vet	Best		Best Qualified
Mario	Non-vet	Best		Best Qualified
Sheila	Non-disabled vet	Better	TP	Well Qualified
Betty	Non-vet	Better		Well Qualified
Cory	Non-disabled vet	Good	TP	Qualified
Suzie	Non-vet	Good		Qualified
Aida	Non-vet	Good		Qualified

Why Was Your Resume Not Best Qualified?

- **Your questionnaire answers** may not have been at the highest level
- You checked off an answer in the **questionnaire** that made you ineligible
- Your **resume did not show minimum qualifications** (education or experience required)
- Your resume did not **match the questionnaire**
- Your resume did not **match the specialized experience**



Questions?

