

TEN STEPS TO A FEDERAL JOB NEWSLETTER

Dear Kathryn,

What is the **Certified Federal Job Search Trainer (CFJST) / Certified Federal Career Counselor (CFCC) Program** about?

The [CFJST and CFCC program is a 3-day train-the-trainer program](#) where you will learn how to instruct and advise your customers about federal job search and federal resume. You will be licensed to teach the highly-successful, proven curriculum, Ten Steps to a Federal Job™ which integrates the most important job seeking steps for a successful federal job search (actually the steps are great for private industry job search too). The Ten Steps curriculum can be taught in 90 minutes, 3 hours, 6 hours ... depending on your audience interest and time for this popular job search curriculum.

[Ten Steps to a Federal Job™](#) gives career professionals, instructors and jobseekers the steps to analyzing their relevant skills, learning about and analyzing federal job qualifications, information on special federal hiring programs, inspires them to write relevant accomplishments, emphasizes the importance of their core competencies for federal careers, as well as the steps required to write an outstanding, targeted federal resume and apply successfully through a complex automated recruitment hiring system.

[Register today and join us for one of these dynamic training sessions](#) to learn how to assist jobseekers identify and obtain a career with the federal government.

Look forward to seeing you there!



NEW! Now at our training, you will receive BOTH our popular certifications:



Certified Federal Job Search Trainer - for career counselors working with private to fed, military to fed, and fed to fed jobseekers.

Certified Federal Career Coach - for career professionals working with students and graduates, including students in veterans programs.

For more information on these certifications, [click here](#).

Join the hundreds of other career professionals who have our unique certification in the Ten Steps to a Federal Job™

Get Certified to teach Kathryn Troutman's popular, proven, turnkey curriculum: Ten Steps to a Federal Job™ and Federal Resume & KSA Writing curriculum. This course was developed by Kathryn Troutman as a direct result of her training experiences for hundreds of federal agencies throughout the world.



Kathryn Troutman (front, far right) with her recent class.

For career professionals: this program shares the expertise and knowledge of Kathryn Troutman with a curriculum that is outstanding and results in federal jobs for jobseekers.

Advise, counsel, and train students, veterans, and other customers in federal job search. Increase your knowledge, confidence, and experience with reviewing announcements and federal resumes for jobseekers at all salary / grade levels.

Benefits:

- Hands-on learning using our signature Ten Steps to a Federal Job™ curriculum
- Hear about the federal hiring process from federal human resources specialists
- Federal employment processes for students and graduates
- Veterans and military member hiring programs and preferences
- Building relationships with federal agency human resources
- Federal resume writing
- How to use USAJOBS, USAStaffing, and other federal online applications systems
- Three-day program offering 24 CEU credits
- More than 500 professionals certified since 2002

As part of the certification program, you will receive your own federal career resources library.



Books:

[Jobseeker's Guide, 4th Edition](#)
[Ten Steps to a Federal Job & CD-ROM, 2nd Edition](#)
[Military to Federal Career Guide & CD-ROM, 2nd Edition](#)
[The Student's Federal Career Guide & CD-ROM](#)
[Creating Your High School Resume & CD-ROM](#)

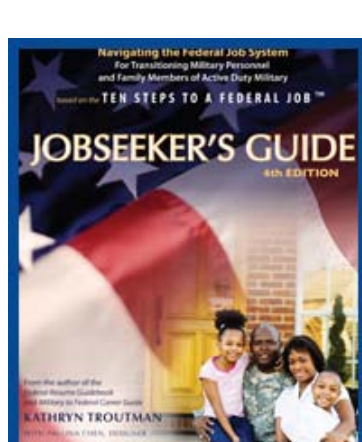
PowerPoint Presentations:

Ten Steps to a Federal Job™ - Licensed for two years
 Federal Hiring Program
 Veteran's and Spouse Hiring Programs
 Student Federal Hiring Program

Making your Wish List? [ADD Job Seekers Guide](#) for your Ten Steps Class

[\\$8.00 per book plus \\$1.00 shipping within the continental US](#)

(Shipping quoted outside US)



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REGISTER TODAY!

2011 Training Program Sessions

[July 19-22, 2011](#)
[Cheyenne Mountain Resort](#)
[Colorado Springs, CO \(Full\)](#)
[Click here for details on this session.](#)

[August 2-4, 2011](#)
[Naples, Italy FFSC](#)
[Hosted program for CNREURAFSWA Only](#)

[August 8-10, 2011](#)
[Vandenberg, AFB, California](#)
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[Click here for details on this session.](#)

[August 16-18, 2011](#)
[Fort Bragg, NC](#)
[Hosted by ERMP](#)
[Click here for details on this session.](#)

[August 22-24, 2011](#)
[Charleston, SC](#)
[Charleston Joint Base](#)
[A&FRC \(closed program-only for Charleston\).](#)

[September 13-15, 2011](#)
[Federal Career Training Center, Catonsville, MD](#)
[Click here for details on this session.](#)

[September 20-22, 2011](#)
[Federal Career Training Center, Catonsville, MD](#)
[Click here for details on this session.](#)

[January 10-12, 2012](#)
[Federal Career Training Center, Catonsville, MD](#)
[Click here for details on this session.](#)

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Our World Class Instructors



Kathryn Troutman, 'Federal Resume Guru'



Paul Binkely, Career Director, Trachtenburg School of Public Policy, George Washington University



Sandra Keppley, Federal HR Instructor



Emily Troutman, MPP, CFRWC, CFJST

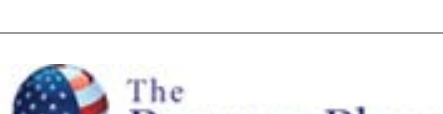
Social Media



Friend, Connect, Follow, View

Testimonial

"This curriculum will be very helpful for our students. It breaks each of the tasks into simple and manageable units and is laid out in such a way as to make the daunting task of finding, applying and qualifying for Federal positions seem like something they can master." - Barbara Peet, UT Arlington



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 Baltimore, Maryland 21228

Have questions?

Contact Bonny Day, CFJST/CFCC Program Coordinator

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410-744-4324 extension 5 9-5 EST or Toll-free 888-480-8265