



The Resume Place

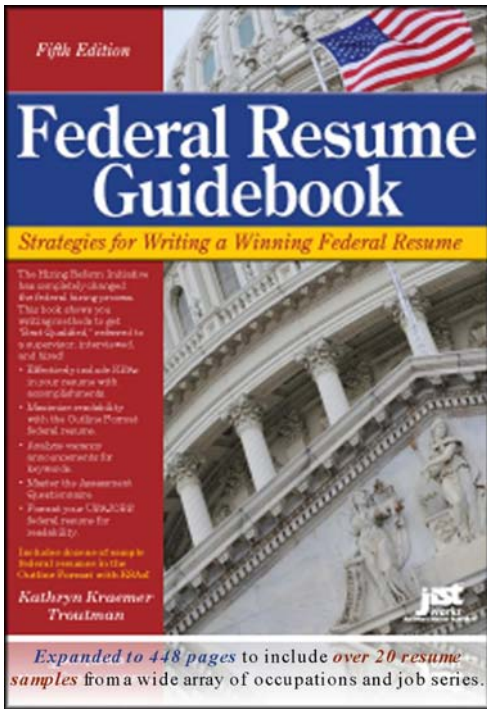
Dear Kathryn,

I am excited to announce the release of the **Fifth Edition** of the **Federal Resume Guidebook**. [Purchase](#) this new edition which is expanded to 448 pages and includes over 20 sample resumes from a wide array of occupations and job series. [Click here to see the Table of Contents and sample resumes.](#)

This book is dedicated to the current and future federal civil servants who provide safety and excellent services for the American public everyday. Your accomplishments do make a difference to Americans!

With much gratitude,

New Book Helps Job Seekers Navigate the Federal Hiring Process



Securing a federal job can be tricky. Competition among job seekers is fierce, and the hiring process for federal jobs is much more complex than for civilian jobs. That process has become even more challenging in light of the Hiring Reform Initiative--enacted on November 4, 2010--which has changed the protocol for federal hiring.

In the new, fifth edition of her best-selling book **Federal Resume Guidebook**, federal resume expert Kathryn Kraemer Troutman

reveals everything job seekers need to know about the Hiring Reform Initiative, federal resumes and the federal hiring process. Troutman explains how to:

- Write your federal resume in the Outline format.
- Add Knowledge, Skills, and Abilities (KSAs) to your federal resume.
- Analyze vacancy announcements for keywords.
- Maximize the readability of your USAJOBS federal resume.
- Match your federal resume to a USAJOBS vacancy announcement.
- Be rated Best Qualified and referred to supervisors for federal positions.
- Write Executive Core Qualifications (ECQs) and apply for Senior Executive Service appointments.
- Respond to questionnaires that determine your level of knowledge, skills, abilities and competencies for the job.
- Prepare for the Behavioral Interview process.

[Read the full press release here.](#)

What's *new* in the 5th Edition of the Federal Resume Guidebook

- Chapter 2** What Happens to Your Federal Resume
- Chapter 11** Cover Letters for Your Federal Resume and Networking
- Chapter 17** Management Assistant and Administrative Assistant Federal Resumes
- Chapter 19** Administrative Officer Federal Resumes
- Chapter 20** General Engineer and Project Manager Federal Resumes
- Chapter 21** Military Spouses and Federal Resumes
- Chapter 25** PPP and BRAC Federal Resumes
- Chapter 26** Schedule A, Persons with Disabilities Federal Resumes

[20 new sample federal resumes with KSAs in the resume!](#)

From our Foreword Writer

*"The federal government and the public it serves have a vested interest in ensuring that federal jobs are carried out by **highly talented, motivated employees**. If you have the talent and an active interest in being one of those employees-I **commend this book to your attention!**" -- John M. Palguta, Vice President for Policy, Partnership for Public Service*

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Meet Kathryn



According to Tom Shoop, Editor in Chief of Government Executive Magazine, "**Kathryn Troutman is the Federal Job Hunt Maven!**"

[Read why Tom feels this way about Kathryn.](#)

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Your **Federal Resume Guidebook** is waiting for you!

Social Media

Friend, Connect, Follow, View



Please note: This Fifth Edition book does not include a CD.

"Your One-Stop Shop For Federal Job Search Help"