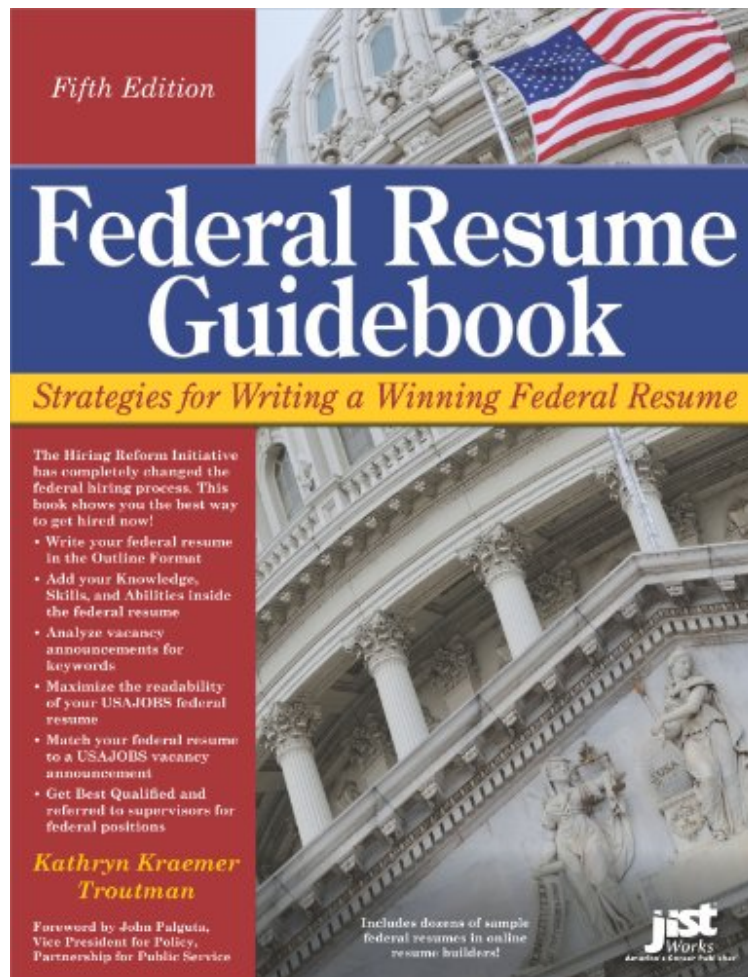


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Federal Resume Guidebook (Federal Resume Guidebook: Write a Winning Federal Resume to Get in)

Kathryn Troutman

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Readers also gain guidance for analyzing vacancy announcements to pinpoint keywords, mastering the Assessment Questionnaire, and applying for federal jobs. In addition, this book showcases more than a dozen federal resume samples to demonstrate which components stand out best to HR specialists and hiring supervisors.

About the Author Kathryn Kraemer Troutman is the founder and president of The Resume Place in Washington, D.C., and Baltimore, which for 30 years has specialized in writing and designing professional federal and private-sector resumes. She is recognized by federal HR directors as having created the format for the new federal resume; that became an accepted standard after the SF 171 form was eliminated in 1995. Kathryn has trained thousands of federal employees in writing federal resumes and KSAs, primarily for the Department of Health and Human Services, as well as for more than 100 other agencies and federal offices. In addition to The Federal Resume Guidebook, Kathryn is the author of Ten Steps to a Federal Job, Second Edition; Creating Your High School Resume, Third Edition; The Student's Federal Career Guide; and Military to Federal Career Guide.