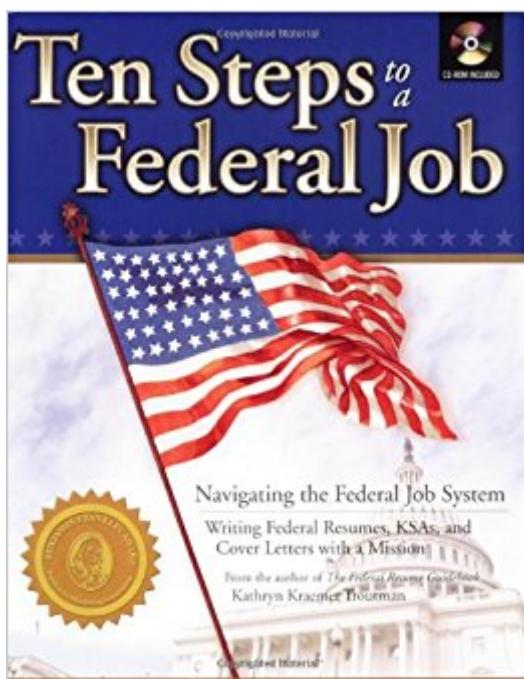


The book was found

Ten Steps To A Federal Job: Navigating The Federal Job System, Writing Federal Resumes, KSAs And Cover Letters With A Mission



Synopsis

The government is hiring, for homeland security jobs and more! But if you want to be successful in landing a federal job, you need to understand the government's unique and complex application process. In this complete guide, Troutman shares the expertise that has enabled her to help many others just like you go on to new and rewarding jobs in federal service. Applying for federal employment is different than in private industry. This new guide shows you how to succeed by breaking the government's intricate process down into 10 simple steps. Both first-time applicants and those already within government will find something new here, as application processes change over time. *Ten Steps* is simply the most up-to-date book on federal employment available today! Written for all job levels and categories, with salaries ranging to \$140,000. *Ten Steps to a Federal Job* is a "must have" for any job seeker looking for federal employment. Let Troutman's latest guidebook walk you through every step of the application process and into a rewarding job in federal service. Includes a CD-ROM with samples and examples, and our Federal Resume and KSA Builders, normally sold for \$35 each.

Book Information

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Customer Reviews

"...Troutman covers aspects of the federal job search in [a] format that I haven't seen pulled together elsewhere..." -- Joyce Lain-Kennedy, The Dallas Morning News, August 4, 2002 "If someone is serious about working in the Government, he/she would only need this book...Well done!" -- Writers Digest, April 5, 2004

Each book is signed by the author Kathryn Kraemer Troutman who is the founder and president of The Resume Place, Inc., a service business located in Baltimore MD, specializing in writing and designing professional federal and private-sector resumes, as well as coaching and education in the federal hiring process.

This book is perfect for the "chicken hearted" when it comes to applying for federal jobs. Kathy Troutman takes us step by step through the process. Each step is explained thoroughly and then numerous examples are given. Buy the book, relax, read each step and work through the process. A must for all who are federal employee "wanna bees"!

Gave five stars since the book was received fairly quickly and I am satisfied with the service. Although it was the edition from 10 years ago. I guess it was why it is so affordable.

Seller was excellent. The seller was fair, and a sheer pleasure to do business with.

For those who are interested in obtaining a Federal Government job, this book is a MUST read. This book gives all pertinent information and keeps you organized so that you succeed in getting the job you want. The accompanying CD-ROM is a great time saver.

I am a resume coach at North Seattle Community College in Seattle, WA. I want to tell you how helpful this book is in teaching my two-year students to write resumes for hard-to-find jobs. Many of our students are technical and electronics students, jobs that took a very deep dive in the 2001 - 2003 downturn. Yet, no one thought about applying to the federal government -- Ten Steps to a Federal Job makes the process a real option! By using this book, an IT/Electronics student wrote a federal resume that got him a database development job -- after being out of work and looking diligently for 18 months! I also worked with a deaf student who received special status toward a job as a biologist, categorizing plants for the US Forest Service in Wenatchee. The diversity of jobs available through the government is broad indeed. As Kathryn's book points out, you don't have to live in Washington D.C. to be a successful candidate! Seattle - like many cities - has many local agencies that are hiring - like the IRS, the EPA, Social Security, NOAH and Immigration. People don't think of the federal government as an employer-- but they hire tons of people. They hire technical people, and even ones with gray hair! And I personally have seen people win, using the

principles laid out in Kathryn Troutman's book. By using the simple processes and writing tips -- and the great examples on the CD -- you can find appropriate jobs and write a winning application packet. Kathryn Troutman is the absolute authority on this subject--she teaches classes to federal employees at federal agencies all the time--And by working with her book, I can now write a resume that gets jobs for students, disabled workers, boomers and techies. The government is hiring, here and abroad. And in ten steps, you can be a contender for a federal job.

Although this book provided a tremendous amount of valuable information, I am most thankful for the hope that it has given me. I had almost given up on the idea of working for the federal government, but I feel much more confident and enthusiastic about renewing my federal job search after reading "Ten Steps to a Federal Job", as well as "Electronic Federal Resume Guidebook" (also by Kathryn Troutman.) I read "Electronic Federal Resume Guidebook" first, and was very impressed with it. Wanting to learn more, I then purchased "Ten Steps to a Federal Job". "Ten Steps to a Federal Job" is so full of valuable information about the federal job search process that I found myself reading it very slowly and taking a lot of notes. Reading the book in this way provided such a good foundation for me that I found myself re-reading "Electronic Federal Resume Guidebook" again, the second time with greatly increased understanding. I had been told that you must start out "at the bottom" if you wanted to work for the federal government - that the only way "in" was through entry level positions. What I learned from reading this book (Ten Steps) is that it is possible to move into a position comparable in grade and salary to the non-federal job that you hold. Also, I had become discouraged by vacancy announcements that required knowledge of a particular agency's policies, procedures and/or programs. "Ten Steps to a Federal Job" describes how to perform research and to familiarize yourself with an agency and its programs, and how to then incorporate the knowledge you've gained in an open and honest manner into your job-search materials. "Ten Steps to a Federal Job" also goes into great detail to describe the process for writing successful essays about your knowledge, skills and abilities (KSA's). This was completely unfamiliar territory to me, as it is not part of a non-federal job search process. I now feel confident in my ability to write KSA essays, as well as a good resume directed at federal vacancies. Regarding resumes, I learned that I needed to forget everything that I had ever learned about them! The advice that I had always been given was to limit your resume to one page - two if absolutely necessary, but never more. Your federal resume may need to be three to even five pages in length, in addition to the three to six required KSA essays of approximately one page that may be required. This book will tell you how to read federal vacancy announcements to determine their exact requirements - length of resume,

KSA requirements (if any), how to submit your resume, etc. It also provides valuable information about the electronic resume process. But, if you are serious about securing a job with the federal government, I would strongly recommend Kathryn's "Electronic Federal Resume Guidebook" as well, as it goes into even greater detail explaining the requirements of the electronic process. Buy them both, and read them very slowly! My efforts in carefully studying these two books were rewarded with greatly increased knowledge, and the confidence to actively pursue a job with the federal government.

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