



SAMPLE FREE ESTIMATE REPORT AND QUOTE FOR FEDERAL RESUME WRITING

THE RESUME PLACE, INC. FREE FEDERAL RESUME ESTMATE FOR DOREEN HALL By Elizabeth Juge

Hi Doreen, Thanks for requesting our Free Federal Resume review and estimate for professional services.

Thanks for finding us with our article from fedsmith.com! Thanks!
See my notes below. We can help you with a better federal resume (you really do need a better resume). See below ...

FACTS:

Federal employee to federal employee

Administrative, seeking VA position; several of these; Prosthetics Assistant the best one!

What grade level are you now? I can't tell.

This is VERY important so I can decide if the announcements you have selected are right for you.

Announcement:

The Prosthetics Representative could possibly work, this is a GS 9.

You have been a fed for 1 year, that's good.

But your specialization is Medical Records.

This announcement is a career change, we will have to re-target your resume and keywords for transferrable skills.

RECOMMENDATION: I think that you could apply to this position.

Resume recommendations:

- Keywords for the announcement are not clearly presented in the resume.
- The duties sections of your resume are not detailed enough.
- Accomplishments and improvements you have made in your admin position could help your resume to stand out.
- The announcement instructions for One Year Specialized Experience are not standing out well in the resume. Which position are we using to prove this?

COST PROPOSAL:

The cost for writing your federal resume for this position is:

\$125 per hour = 4 hours

\$500.00.

This would be a VERY good investment for you. Your resume needs a lot of help. Better descriptions. More diverse duties and skills. We can help you with this.

IF YOU WANT TO START THE PROJECT:

Please call our office 410 744 4324. We need a credit card number and a deposit of \$300. We really can help you with your federal applications by expanding your resume.

IF YOU HAVE QUESTIONS, YOU CAN WRITE BACK TO US ...

Thanks for considering Resume Place, Sincerely, ELIZABETH JUGE

About the announcement:

Can you prove this in your resume from that announcement? With the federal applications you have to prove experience in the resume.

QUALIFICATIONS REQUIRED:

Experience. Three years of experience (one being comparable to the next lower grade level (GS-8) that demonstrates: knowledge of accounting methods; ability to analyze, comprehend, and apply decisions; basic knowledge of inventory management procedures; ability to use computer software packages for word processing, spreadsheet development, and database management; ability to compile, research, analyze, comprehend, and apply information or data; and ability to work as a team member in a group setting.

Susan, the duties are something that you could do. But we have to prove in the resume that you can do this. I don't know if you have prosthetics experience at all. This is not required - as you can see above.

Duties:

MAJOR DUTIES:

<<http://jobsearch.usajobs.opm.gov/getjob.asp?JobID=70754448&AVSDM=2008%2D05%2D27+08%3A19%3A59&q=OC%2DH07%2D25&vw=d&Logo=0&TabNum=2&rc=4#Top>> Top
<<http://jobsearch.usajobs.opm.gov/getjob.asp?JobID=70754448&AVSDM=2008%2D05%2D27+08%3A19%3A59&q=OC%2DH07%2D25&vw=d&Logo=0&TabNum=2&rc=4#Top>>
<http://media.newjobs.com/opm/js/usajobs/toparrow.gif>

We will add keywords from this Duties section into your CPOL Army resume.

The incumbent will lead the work of **purchasing agents**, perform work concerned with rendering prosthetic and sensory aids services to disabled patients, and provide work assignments and performance feedback. Other duties include (but are not limited to): data management and validation; serving as an advisor to clinicians with regard to selection, prescription, and acquisition of prosthetic devices; interpreting prescriptions to help ensure that the proper prosthetic devices are selected for or by the patients; authorizing the purchase, fabrication, or repair of prosthetic devices; maintaining continuous liaison with manufacturers and dealers of prosthetics supplies, inspecting their facilities and services, and participating in the award of prosthetic appliance contracts. Other duties, as assigned.

Thanks for considering Resume Place. I hope that we can help you with a better federal resume. Write back if you want to begin the project.

Sincerely, Elizabeth Juge, Certified Federal Job Search Trainer

www.resume-place.com

BENEFITS FOR WORKING WITH THE GOVERNMENT:

Looking at the pros and cons of working for the federal government, there are many good reasons why a person would want to work for the government. However, the process of getting hired is a key drawback. You will need to weigh these pros and cons to make the right decision about whether or not to pursue a government job.

Because the major drawback to federal employment is the initial application process, a process The Resume Place can make much easier for you, there really is little downside to federal employment, and many benefits, as you will see!

Pros: Working for the Federal Government

Job security and career stability

The federal government is widely regarded as one of the most stable and reliable jobs there are, especially in turbulent economic times. For most feds, union membership, clear expectations, regular performance appraisals, and mechanisms to ensure fairness make the workplace less about personalities, cliques, and popularity, and more about getting the job done. Employees who focus on doing their work enjoy excellent job stability. While there are sometimes “reductions in force” or RIFs, outright termination is rare. Usually, attrition and voluntary retirement incentives take care of any necessary “downsizing,” rather than firings or layoffs. Once the employee’s probationary period (usually a year) is over, most employees can be fired only for “cause,” i.e., a performance or discipline-related issue. There are also review bodies (such as the Merits Systems Protection Board) that can review employment decisions to ensure fairness. This is much more protection than employees in the private sector have – they can be fired at any time for any reason (or for no reason).

Public service / mission-oriented See below

Opportunity to fight terrorism

In the post-911 world, terrorism is no longer a far-away concept we see on the nightly news, unfolding in distant countries. There are important tasks to take up right here at home to keep America safe. Federal employment offers many opportunities to fight terrorism, and not only in the armed forces or law enforcement agencies. The Postal Service is on the front lines of ensuring that the mails are not used to effectuate terrorist attacks. Every agency has important protocols to protect the confidentiality and security of its records and stakeholders.

Competitive pay

It is frequently thought that federal service pays less than the private sector. In some cases this may be so, but factor in the value of the federal benefits, the stability of the job, the generally reduced stress, and the flexible hours, and federal service is quite competitive, especially viewed by hourly rates. Additionally, instead of cut-throat competition for raises, salary increases in the federal government are generally on a set schedule. On the General Schedule there are annual increases for the first three years, then several biannual increases, then increases every three years. Employees thus work their way up a scale of known salary hikes. This lets the employee plan ahead. Federal employees also receive cost of living adjustments (COLAs) nearly every year, ranging from about 1.8% to 3.9%.

Excellent benefits

Federal benefits are among the best available anywhere, including vacation days, sick leave, leave donation programs, and retirement benefits. The health coverage is equal to or better than almost anything else around, and you can contribute your premiums in pre-tax dollars. Coverage for the employee and his family is very competitive! There is no medical examination,

no age restriction, no exclusions for preexisting conditions, and no waiting period for benefits to begin.

The federal government also offers excellent life insurance and long-term disability insurance options.

The Flexible Spending Account (FSA) program reimburses employees for many non-covered medical expenditures and dependent-care costs. FSAs are effective financial management tools that can stretch the disposable incomes and ensure that funds are available, when needed, to pay for out-of-pocket medical costs or dependent-care expenses of a child or parent.

Check out this link to a great overview of federal job benefits: <http://www.usajobs.gov/ei61.asp>

Training opportunities

Many agencies have a special budget for training, which not only better prepares employees for their current jobs but positions them for advancement. Some training is online, and can be conducted right from your desk. This training improves the employee's skills and their resume!

Flexible work schedules and telecommuting

Most agencies allow flexible work hours that enable employees to enjoy an extra day off every pay period. (That's on top of the several three-day weekends that holidays afford.) Flexible schedules can take the form of nine 9-hour days in a pay period, with an extra day off every other week, or four 10-hour days with the fifth day off every week.

Or employees can opt for a program like Flexiplace that allows certain employees to work from home two or three days a week. The savings in commuting cost and time, and the extra time with family (you're already home for lunch!) are great, especially when gas prices are high.

Transit subsidy (in the Washington, DC metropolitan area)

This program can pay for most or all of the cost of public transit. In the DC area, bus transit is excellent. Forget about the driving and ride comfortably in the HOV lane, practically for free. Save the wear and tear on your car, or go even greener and skip the car note altogether!

10 federal holidays each year.

How many people do you know in the private sector who are off for Columbus Day? When you combine the holidays with the flexible work hours and the generous leave policies, efficient and

self-starting workers can get all their work done, earn an honest day's pay, and still have quite a lot of leisure time. Because these holidays are ordained by the President, you won't feel like a slacker when you take off, and your boss won't frown – he or she will be off too! If you consider the overall quality of life, the stress-free time off from work is a major benefit of federal service. The holidays are:

- New Year's Day - January 1
- Martin Luther King, Jr.'s Birthday - 3rd Monday in January
- Presidents Day - 3rd Monday in February
- Memorial Day - last Monday in May
- Independence Day - July 4
- Labor Day - 1st Monday in September
- Columbus Day - 2nd Monday in October
- Veterans Day - November 11
- Thanksgiving Day - 4th Thursday in November
- Christmas Day - December 25

□ 13-26 days of leave each year (depending on years in government) The longer you serve, the more time you accrue, and your boss will virtually never make you give up your vacation for some last-minute emergency project (all too common in the private sector!). As long as your work gets done, many supervisors are very flexible about how you plan your time. By combining flexible work hours and leave, most federal employees work fewer hours per week than their private-sector counterparts. This increases leisure time and cuts down on commuting and other such expenses and hassles.

□ Family and medical leave. The Family and Medical Leave Act (FMLA) requires covered employers to provide eligible employees up to 12 weeks of unpaid leave for the birth and care of the newborn child of the employee; for placement with the employee of a son or daughter for adoption or foster care; to care for an immediate family member (spouse, child, or parent) with a serious health condition; or to take medical leave when the employee is unable to work because of a serious health condition. Feds also enjoy “family-friendly leave policies,” such as paid time off to serve as an organ donor or bone marrow donor, along with leave-sharing programs for sick employees who have used up their sick leave, and other benefits. Find out more at: <http://www.opm.gov/oca/leave/index.asp>.

□ 401(k)-type match program. The Thrift Savings Program, similar to a 401(k), lets you save money in pre-tax dollars with substantial federal matching. Many experts consider it the best

savings/investment program around. There are several options to choose from, including government funds that are considered very safe in economically turbulent times, and various funds geared to different retirement goals. Employees can also borrow against the TSP account. Find out more at www.tsp.gov.

Government Rates. Many public carriers and hotels provide government rates. In some cases, you are not required to be on official duty to take advantage of the government rate – just show your federal ID.

Prestige, pride, and history. Despite the notion in some quarters that feds are just bureaucrats, most feds have a sense of pride in serving their government. Some get license plates, or even tattoos, indicating their pride. To be a part, large or small, of the United States Government is an honor. To see the Constitution or the Stars and Stripes, and know that you are representing your country, can be very satisfying!

Transfers and Promotions. It is often said that the key is to “get your foot in the door.” In many cases, this is sage advice. For example, an attorney may give up a state salary of \$75,000 for a federal salary of \$64,000, then get promoted in the next year or two, ending up with a salary of about \$100,000. Many federal jobs require at least one year of service in the next lower grade. Thus getting your foot in the door – getting a federal job in the first place – can position you for other opportunities. These opportunities could be promotions in the same area, or transfers to other areas. Many agencies are generous in allowing voluntary or hardship transfers. Because the federal government has offices practically everywhere in America (and abroad!), this could be an important benefit if you needed to relocate to take care of an elderly or sick relative, or if your spouse got a great job offer in another town.

Disaster Assistance and EAP. The federal government has shown a real commitment to the safety, health, and well-being of its employees. During recent disasters such as Hurricane Katrina, the federal government allowed many of its employees to remain on payroll even when offices were closed. Agencies also invited their employees to take advantage of counseling and services to enable employees to deal with the emotional, logistical, and financial fallout from such disasters. Agencies were flexible in allowing employees time off or modified schedules to deal with housing issues, contractors, insurance adjusters, and other disaster-related issues.

Generosity. It is not widely known, but federal employees are among the most generous givers in America. The Combined Federal Campaign, a coordinated program of charitable giving, collects hundreds of thousands of dollars a year for important charities -- helping the blind, conducting life-saving research, assisting veterans, and the like. Donations of any size can be made in lump sums or through relatively painless payroll deductions, and are tax deductible.

Sharing in this sense of community outreach and improvement of America through charitable giving is a meaningful benefit to federal employment.

Freedom from discrimination. Of course, in the private sector, hiring and promotion decisions are supposed to be made free from unlawful discrimination on the basis of race, color, religion, sex, national origin, age, or disability. The federal sector takes this requirement very seriously, and aspires to be the example for the American workforce. If you suspect that the private sector has been turning you down for jobs on the basis of age or disability, or other unlawful basis, consider trying the federal sector.

Other benefits: Some agencies also offer tuition assistance, tuition reimbursement, extra pay for difficult-to-fill positions, awards, bonuses, and other benefits. The website of each agency usually lists the benefits available. Specific benefits are also often listed in the vacancy announcement for each position

Satisfied with the Mission

According to the U.S. Merit Systems Protection Board, *Merit Principles Survey 2005*, “Results show that Federal employees are committed public servants.”

- 94% believe that their agency’s mission is important
- 92% understand how their work contributes to the agency’s overall mission
- 86% find the work they do to be meaningful

Recently, there has been more focus in the federal government on “linking” the work of each employee with specific aspects of the agency’s mission. In this way, each employee understands what he or she contributes to the overall purpose of the agency, instead of feeling like just a cog in the wheel. Additionally, the federal government closely monitors the satisfaction of its workforce on many dimensions – pay, perks, location, infrastructure, training, supervision, fairness, contribution to the agency’s mission, and the like. The proof that most feds are satisfied with their jobs (however much they may complain) is that there is a very high retention rate. Most feds *stay feds*. This is due in large part to the sense of mission they enjoy.

Cons: The Federal Job Search

- The government as an employer is huge and intimidating; it is a challenge to understand how to “get in.”
- The federal job application process is significantly different from the private sector; it

will require substantial time and commitment to learn and execute the steps to landing a federal job.

- Novice federal jobseekers using materials they have prepared for the private sector usually do not get too far in their federal job search.
- Federal resumes are more detailed and complex to prepare. The average private industry resume is 2 pages. The average federal resume is 3-4 pages, and many applications require additional written responses to essay questions.
- A response to your federal application can take months. The government is working on an initiative to make a job offer within 45 days from the vacancy announcement closing date. This is a vast improvement from the past.

“Supervisors and upper level new employees believed that the hiring process was too complex and took too long. About a third of the new hires did not apply for other Federal jobs they were interested in because they would have had to write new essays or revise their existing essays describing their knowledge, skills and abilities; while about a fourth did not apply because they would have needed to rewrite or reformat their résumé.” (U.S. Merit Systems Protection Board, *In Search of Highly Skilled Workers; A Study on the Hiring of Upper Level Employees from Outside the Federal Government*, February 2008)

Good News: Job Growth in the Federal Government

The good news for those of you who still want to pursue a federal job—the jobs are out there. The following statistics demonstrate one of the reasons why the government will be hiring more from outside sources in the next 10 years.

- In September 2006, 40% of permanent full-time federal employees were 50 years of age or older.
- About 60% of the federal government’s white-collar employees and 90% of the

members of the Senior Executive Service will become eligible to retire within the next 10 years. (U.S. Merit Systems Protection Board, *Issues of Merit*, July 2007)

Besides hiring to backfill an aging workforce, the government must also hire to meet changing missions.

“Over the next two years, our largest federal agencies project that they will hire nearly 193,000 new workers for “mission-critical” jobs. While there are other federal jobs that will be filled during this time, including those in clerical and support positions, the jobs listed in this report constitute the bulk of our federal government’s hiring needs. These jobs cover almost every occupational field, will be available across the country and all of them advance the interests of the American people. This report confirms that no matter what your area of expertise, or where you live, if you are looking for a job where you can develop your professional skills and make a difference in the lives of others, the federal government has a job for you.” (Partnership for Public Service, *Where the Jobs Are: Mission Critical Opportunities for America*, July 2007, <http://ourpublicservice.org/OPS/publications/viewcontentdetails.php?id=118>)