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**Want a Job in the Obama Administration?
Begin your job search mission
with some smart holiday homework**

(Baltimore, MD – November 25, 2008) – As President-Elect Barack Obama moves quickly to prepare for his January entrance to the White House, you’ve probably been following the daily media reports about the transition. After taking in coverage of the new Presidential Appointees and announcements of planned policies, have you been daydreaming about your possible role as a federal employee in the Obama/Biden administration? If so, the perfect career coach to have in your corner is Kathryn Kraemer Troutman, the author of more than half a dozen popular federal-career guides. Her advice? Move quickly like Obama has and *prepare to apply for one of the new federal positions with some holiday homework.*

“Obama is going to be looking at every agency to consider what their challenges might be,” Troutman reveals. “There will be expanded opportunities for federal employment across the board, and many positions that were contracted out will be coming back as government jobs. The openings will take some time to appear, but now is the time to get ready.”

How can you use your downtime over the holidays to get a step up on the other applicants? Troutman suggests five smart moves for those interested in the hot Obama jobs:

- 1. Do your research.** Keep following the coverage of Obama, what his people are saying about jobs, and how he wants to bolster the economy. Stay on the pulse of Obama’s recommended ideas and where he’s headed.
- 2. Get familiar with the www.USAJOBS.gov website and the way it posts openings.** “This is the first place to look, and you’ll find most of the federal positions listed there,” Troutman says about the US government’s official job site. Beyond the upper level Presidential Appointee positions that we’re hearing about now (more info on them at www.Change.gov), there will be thousands of federal civil service openings on USAJOBS. Troutman recommends that you search the vacancy announcements by geography, salary, plus all jobs, and all agencies. That way, you’ll be able to more fully explore the possibilities. (Federal job titles are unique to government, so it can be hard to figure out the right wording if you’re an outsider.) Keep in mind that, besides the Presidential Appointees openings, the new Obama jobs have not yet been made public. However working with the USAJOBS site now will give you practice with searching and reading the vacancy announcements.
- 3. Update your resume and make sure you’re using the federal format correctly.** While private industry resumes can be fairly short (one to two pages), federal resumes run long (three to four pages on average). In a fed-style resume, you must provide more details that show you have the qualifications and specialized experience that

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are called for in the vacancy announcement. To get your resume noticed, it's also essential to use keywords from the job posting. Troutman, who pioneered the federal resume format in 1995, has developed a unique "outline format" in recent years that works well with the USAJOBS online builder, and it is described in her best-selling *Federal Resume Guidebook* as well as her upcoming fully revised second edition of *Ten Steps to a Federal Job* (pub date: January 1, 2009). Both books provide CDs with time-saving and instructive samples/templates.

4. Post your new resume on the USAJOBS site. While the new jobs will not appear til January or February, posting the resume sooner will make you "application ready." Again, using Troutman's outline format will make the process go more smoothly. And if you're a veteran, remember that you get preference points when applying.

5. Begin building your job-search network now. Of course, you'll start with the contacts you already have in government, but don't stop there. Have you heard of the concept of "three degrees of separation"? Basically it proposes that we are all only three steps away from the person we want to contact. For instance, your Aunt Julie may have a friend Drew who works at an agency you're considering. Drew may refer you to a contact at the agency who is handling hiring. Then an additional step is raising your online visibility with a profile on LinkedIn.

The arrival of the Obama team could be the perfect opportunity to make that career move you've been contemplating. Consider the example of a sous chef turned federal employee which is offered in Troutman's new edition of *Ten Steps to a Federal Job*. John Wallstone (names were changed for the book) worked for eight years as a sous chef for the Governor of Maryland, and he had grown tired of the extended hours, being on his feet for long periods, and having little time for his wife and children. With Troutman's help, today he holds a 9-to-5 federal job for the Federal Emergency Management Agency (FEMA), as a project analyst, using many of the skills he demonstrated in and around the kitchen (supervising a large staff, managing special projects, purchasing and controlling inventory, etc.)

"The project analyst position is going to be one of the hot federal jobs in 2009," Troutman points out. "This is largely a project management function, and the government is going to need a lot of those types of employees."

Some specific agencies where Troutman anticipates demand for new employees in the Obama administration include the Food and Drug Administration (FDA), the Department of Housing and Urban Development (HUD), the Department of Transportation (DOT), the Environmental Protection Agency (EPA), the Department of Veteran's Affairs, and the Department of Energy (DOE). The master jobs coach adds that Obama's people are working right now on his agenda, which they hope to have ready by the first of the year. This will provide more on the specific jobs and agencies that will be emphasized. In the meantime, get busy with your holiday homework and stayed tuned!

Kathryn Troutman brings more than 30 years experience in this specialized job market to her upcoming 2nd edition of *Ten Steps to a Federal Job*. She regularly trains government employees on job change and resume/KSA writing. Her other books include the best-selling *Federal Resume Guidebook*. The first edition of *Ten Steps to a Federal Job* was honored as the Best Career Book of the Year by the Ben Franklin Awards when it was first released in 2003. In 2002, Troutman created the first certification program for federal career professionals.

The pub date for the 2nd edition of *Ten Steps to a Federal Job* is January 1, 2009.

For pre-orders and more info, go to www.resume-place.com.

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