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# INTERVIEW OPPORTUNITY

**Author of TEN STEPS TO A FEDERAL JOB/How to Land a Job in the Obama Administration**

**Who:** KATHRYN TROUTMAN, Author of *Ten Steps to a Federal Job (2<sup>nd</sup> Edition)/ How to Land a Job in the Obama Administration*, is available for interviews to discuss employment in the Federal sector and the best strategies to receive these coveted jobs. She has extensive experience with media interviews.

Troutman is also the author of six career guides, including the popular *Federal Resume Guidebook, 4th edition*, as well as the niche titles, *Military to Federal Guidebook* and *The Student's Federal Career Guide*. The first edition of *Ten Steps to a Federal Job* was published in 2001 and was honored as the "Best Career Guide of 2002" by the Publishers Marketing Association. She has more than 35 years experience in the industry.

**What:** Troutman can explain the steps necessary to obtain a Federal Job and dispel what is somewhat mistakenly considered a cumbersome process.

In addition, potential topics could include:

- How does a jobseeker find the federal openings?
- What is the process for getting a federal job?
- What are 3 steps a potential candidate can do to begin a federal job search today?

Details within the book include: a list of the government agencies, an explanation of federal pay scales, peculiar job titles by classification, "how to" advice on writing introductory emails, a sample LinkedIn profile for increasing your online visibility, background on all the resume builders so you'll be applying in the right place, and instructions on following the progress of your applications in USAJOBS (the main source for vacancy announcements).

**Where:** Troutman is Founder and President of **The Resume Place** in Baltimore, and is available for in-person interviews in the Baltimore-Washington region. She will also participate in telephone and online interviews.

**When:** *Ten Steps to a Federal Job/Landing a Job in the Obama Administration* is now available through online bookstores and at [www.resume-place.com](http://www.resume-place.com). Review copies are available for the media on a limited basis.

**Information:** Besides federal employment, Troutman also with speaks passionately on "Staying Successful with a Small Business and Women Entrepreneurs." Troutman's firm, The Resume Place, has been in business in Baltimore for over 20 years. She is also a columnist for eight online federal and military employment websites.

To schedule an interview, please contact **Lisa Miles at 410-598-2248 or [lisamiles@milespr.com](mailto:lisamiles@milespr.com)**. Further information on Troutman and her experience is available at [www.resume-place.com](http://www.resume-place.com).

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