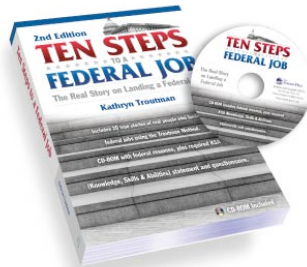


One Day Workshop !
*LEARN HOW TO WRITE A FEDERAL RESUME AND
APPLY FOR FEDERAL JOBS IN ONE DAY!*

Workshop title:
Ten Steps to a Federal Job™, Federal Resume & KSA



*An award-winning
book gets even better!*

Instructor:
Kathryn Troutman, Author and Educator

Sponsored by The Resume Place, Inc., www.resume-place.com
Leading experts in federal resume and KSA writing !

New! One Day Federal Job Training Workshops in Gaithersburg, MD and Columbia, MD

2009 promises to be one of the biggest hiring years for federal employment. With high unemployment rates, new leadership, new Jobs program, and large retirement in government, opportunities for federal jobs have never been better.

In this fast-paced hands-on computer course, you will learn how to apply successfully for federal positions. Instructor, Kathryn Troutman will review the principles outlined in her book, *Ten Steps to a Federal Job*, 2nd edition, published in January 2009. As a bonus, attendees will receive a FREE copy of this valuable resource.

Cost: \$199.95 per class; all credit cards accepted

What you will learn:

- How to write a federal resume for USAJOBS Resume Builder – Learn about our outstanding and successful Outline Format with keywords. Easy to up-date and refocus for each announcement.
- How to write KSAs that will present your clients as best-qualified to be selected for interviews. Learn how to tell your best stories to get HIRED!
- How to find keywords by analyzing announcements. What are your keywords?
- Master USAJOBS.gov resume builder, applicant tracking, and announcement search.

What to bring – Important!

Bring your resume to class on paper and online if possible. You will rewrite your resume during the class for a USAJOBS application.

Dates and locations:

Course 1: Ten Steps to a Federal Job™, Federal Resume & KSA Writing

Feb. 20th, 2009, 9 am to 4 pm

Montgomery College, Gaithersburg Business Training Center, MD
12 South Summit Avenue, Old Town Gaithersburg, MD 20877

Directions: <http://www.montgomerycollege.edu/maps/gaithersburgwdce.html>

Course 2: Ten Steps to a Federal Job™, Federal Resume & KSA Writing

March 31, 2009, 9 am to 4 pm

Loyola College, 8890 McGaw Road, Columbia, MD 21045

Directions: <http://www.loyola.edu/about/drivingdirections.html>

Course 3: Ten Steps to a Federal Job™, Federal Resume & KSA Writing

March 31, 2009, 9 am to 4 pm

Loyola College, 8890 McGaw Road, Columbia, MD 21045

Directions: <http://www.loyola.edu/about/drivingdirections.html>

Cost: \$199.95 per class; all credit cards accepted

Course size: 30 maximum participants

Groups: Write to Kathryn@resume-place.com for group pricing and payment by agency credit card.

REGISTER NOW: Call to register. Call Kim Schmidt, Ten Steps Class Coordinator: 410 744 4324; or write emails: Kimberly@resume-place.com

Technology: Classrooms are computer-rooms – or bring your laptop! Bring your resume on-disk, be ready to write the resume, submit to USAJOBS and find positions on USAJOBS for which you are qualified during this one day class.

Payment: Please register and pay. We accept Visa, MC, AMEX and Discovery. We also accept government credit cards. If you would like to pay by government credit card by an authorized purchase card holder, they can pay online or call the office in Baltimore, MD.

Order autographed copies of Kathryn's federal resume books:

Ten Steps to a Federal Job, \$28.95 plus \$8.00 postage - INCLUDED IN THE WORKSHOP!!

Military Federal Resume Guide, \$25.00 plus \$6.00 postage

Federal Resume Guidebook, \$38.95 plus \$8.00 postage

Jobseeker Guide, \$10.00 plus \$5.00 postage

The Federal government is the largest employer in the U.S. -- and growing all the time. You **CAN** land a great job if you know the process and can ***"play the game."***

About the Presenter:

Kathryn is internationally recognized as the "Federal Resume Writing Guru," having written the first book on federal resume writing, the *Federal Resume Guidebook* – now in its 4th edition. She created the format and name for the new "federal resume" that became an accepted standard after the SF 171 form was eliminated in 1995. Kathryn's latest book, *Ten Steps to a Federal Job*, (2nd edition), is written for private industry job seekers who would like a stable career in the federal government — an ever growing industry.

Kathryn is quoted in national media regularly and is a columnist on more than eight online federal and military employment Web sites. She is a federal agency contracted trainer and presents her popular curriculums, *Federal Resume & KSA Writing and NSPS Self-Assessment Writing*, for more than 100 agencies per year, including the national BRAC Center in Crystal City, VA. Her Ten Steps™ curriculum is taught by Certified Federal Job Search Trainers in more than 100 military bases around the world.