

## RP 11 Point Federal Resume Check Sheet™

**Certified FedRes Coach:** Rita Chambers

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**Date:** April 20, 2019

**Jobseeker's Name:** John Jones

**Jobseeker's Email:** [jjones17@gmail.com](mailto:jjones17@gmail.com)

**Target job title/series/level:** Program Analyst (GS-0343-11),  
<https://www.usajobs.gov/GetJob/ViewDetails/530175000>

**Type of jobseeker:** Contractor seeking Federal Career

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**INTRODUCTION:** Hi John! Thanks so much for ordering The Resume Place's \$99 mini-consultation. I took a look at your resume and compared it both to the job announcement and to the model we suggest for an effective Federal Resume:

1. **ELIGIBILITY: Are you eligible to apply to this position?** Yes. This job is limited to internal Veterans Affairs candidates but I see that you have been with that agency for 4 years.

Are you Eligible?

2. **LENGTH: Is the resume 3 to 5 pages in length?** Yes. Your resume is currently an 8-page Federal Resume, which is a little long. Our goal in the resume would be to tighten up the job descriptions so that a cold reader very quickly grasps the scope of your experience without weighing the resume down with too much detail.

Length is Critical!

3. **POSITIVE EDUCATIONAL REQUIREMENT: Do you meet any required education or certifications for the job?** There is no education requirement for this job.
4. **10 YEARS OF EXPERIENCE: Does the resume focus on the last 10 years?** The resume covers much more than the recommended 10-year period. We would recommend just going back as far as your 2008—2012 position. I feel sure that you want to highlight your military experience, so would recommend creating a short Military Career Highlights section at the end of the resume that just provides quick summaries showing this experience.
5. **USAJOBS COMPLIANCE DATA: Does the resume include month/year, hours per week, employer name/address?** The resume has month/year but does not include the other information required for a Federal resume. **You might consider putting your resume into the USAJOBS builder to ensure that all the information is in the resume.**

Is your resume USAJOBS compliant?

6. **TYPEFONT: Is it easy to see keywords, either in ALL CAPS or boldface?** The current resume contains only bullets for each position. It can be more challenging for a resume reader to get the “big picture” of what you do when all they are seeing are lists of bullets. The skillful use of bold headers, small caps, etc, can make a real difference in the readability of the resume.
7. **FORMAT: Is the resume in the Outline Format?** No. We recommend that you use what we call the OUTLINE format that includes KEYWORDS highlighting the various roles you play in your job or competencies you use in your job. You can see an example of this at the following URL: <https://www.resume-place.com/services/federal-resume-samples/>

The Outline Format is the best format

8. **ACCOMPLISHMENTS: Are accomplishments included for the last position or the most relevant position?** I can see a few embedded accomplishments throughout the resume, mixed in with the Roles & Responsibilities descriptions. These will be more impressive if they are highlighted in a separate Accomplishments sections for each. Ensuring that there are specific accomplishments for each position illustrating the Knowledge, Skills, and Abilities (KSAs) for the position, demonstrates that you really do have this experience!

We are expert Accomplishment Coaches!

9. **KEYWORDS: Does the resume have keywords from a particular occupational series?**

Yes, there is some of the language associated with the 0343 series like: analyze, plan, monitor, evaluate.

Make sure you use the KEYWORDS

10. **ONE YEAR SPECIALIZED EXPERIENCE/tailored to the job requirements: Do you have this experience? Is this clearly included in the resume?** Here is the Specialized Experience for this position. While I suspect you do have all or most of this experience, your current resume does not align closely enough with this description or with the other requirements in the job.

We know how to target your Federal Resume!

Examples of specialized experience would typically include, but are not limited to Skill at [information management and resource operational management](#); skill in the use of word processing, spreadsheets, database, graphics and other [applications software programs](#) for microcomputers.; knowledge of [data aggregation systems, statistical and data analysis](#); skill in the [randomized sampling techniques](#), data aggregation methods, and the application of sound statistical analysis and interpretation of a wide variety of data within large and small databases; knowledge of information-based streams used within the VA as practice-models, productivity models, patient demographic systems and workload reports.

Always be sure to read the **Occupational Questionnaire**. For this position, it is located at: <https://apply.usastaffing.gov/ViewQuestionnaire/10472955>

The questionnaire has several very specific questions, such as the following. I do not see any mention of this experience in your resume. If you DO have this experience, it is important that you highlight these roles:

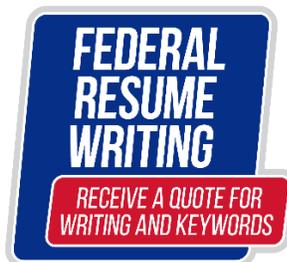
- Analyze and evaluate programs such as Complementary and Integrative Health (CIH) of acupuncture, biofeedback, guided imagery, hypnosis, massage therapy, meditation, tai chi and yoga.
- Develop workload descriptive assessments with trend data or forecasting information to analyze workload.

11. **RECENT AND RELEVANT: Does the resume place the greatest emphasis on your current job and relate that to the target position.** No. We always recommend setting the stage for the reader by explaining what your organization does and describing what your group or team does for the organization. And then provide details of your job roles aligned with the announcement.

Critical to get Best Qualified!

## YOUR HOMEWORK FOR IMPROVING YOUR FEDERAL RESUME – GET STARTED NOW!

- Add in all of the required information, including hours/week and employer address to your resume.
- We recommend that you copy and paste your resume into the USAJOBS builder to ensure the content is compliant.
- Review the Specialized Experience; develop appropriate KEYWORDS; and write short paragraphs about what you do for each of those competences in each job.
- Add in 2 to 4 accomplishments for each job. Give the accomplishment a title and then describe what you did with dates and numbers.



Invest in your Federal Career!  
The ROI is fantastic!

## TWO PROFESSIONAL FEDERAL RESUME SERVICES THAT WOULD HELP YOU GET BEST QUALIFIED, HOPEFULLY REFERRED ... INTERVIEWED AND MAYBE – HIRED !

We can recommend two other Resume Place services that might really help you to qualify and land that next great opportunity:

- **1. ONE OR TWO HOUR CONSULTATION:** This costs **\$190 per hour**. A Certified Federal Resume Writer will meet with you by phone, discuss your target position and current resume with you, help you to decide if the position is the right level and a good match for your skills and experience. We will help you to develop Keywords and discuss how you can fill in more details about what your job entails as well as possible accomplishments. Once you develop your resume, we can do a follow up session to provide feedback on the revised resume. (30 min/30 min OR 60 min/60 min).
- **2. FULL SERVICE PROFESSIONAL FEDERAL RESUME WRITING:** A Certified Federal Resume Writer will review your resume materials, interview by phone to build additional content, and develop, tune, revise, and proof the resume so you will be ready to apply! The fee for this level of service would be: **\$175 x 7 hours = \$1225 (\$700 deposit to begin)**.
- Deposit for Full-Service Writing can be paid here: [www.resume-place.com/payment](http://www.resume-place.com/payment)
- Payment in Full is needed for the 1 or 2 hour Federal Resume Consultation: [www.resume-place.com/payment](http://www.resume-place.com/payment)

Once you have reviewed this mini-consult analysis, please let me know if you would like to proceed with any of these other services.

Thanks again for contacting The Resume Place!

Rita Chambers

***Rita Chambers, PMP Retired***

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*KSA Writing and IT Specialist Chapters, 3rd, 4th, 5th ed., Federal Resume Writing  
Chapter Contributor, Ten Steps to a Federal Job, Step 7, KSA Writing  
Chapter Contributor, Military to Federal Career Guide, Step 7, KSA Writing*

