

# The Federal Resume!

- The federal resume is longer and more detailed than a standard resume.
- It tells the story of what you have done, how well you performed and quantifies how much you did while performing the task.
- The federal resume has certain information that is required, without it, you will not be considered for the job.
- The secret: Follow the formula of filling in every line, and you will have success!

Format by percentages (totaling 100%) or by hours worked (40 hours or less). Here is a fictitious example. Let's pretend Bart Simpson made a resume.

## 1. Job: Server

Fat Tony's Social Club

2121 East Street

Springfield, OR, 97777

June 15, 2010 to August 15, 2010

Salary start: \$8.50 per hour

Salary end: \$8.75 per hour

Hours per week: 15

Contact Supervisor: Yes

Supervisor: Anthony "Fat Tony" D'Amico,  
503-666-8888

- Responsibly opened and closed the social club following safety procedures and completed these tasks without supervision.

20%

- Developed skills to make high quality tasty beverages consistently, which patrons frequently requested. 5%
- Operated a busy cash register with more than 400 customers per day and was responsible for counting and balancing the till. 10%
- Counted inventory and ordered stock. 5%
- Maintained a clean and sanitary restaurant, which only failed healthy inspections twice. 10%

# Here is “Bart’s Resume” formatted by hours worked per week:

Hours per week: 7

- Provided care through grooming and feeding under minimum supervision. .5 hours
- Managed and exercised three dogs. 5.0 hours
- Communicated with supervisor about the health and condition of dogs. .5 hours
- Taught three old dogs eight new tricks and four commands. 1.0 hours
- Received holiday bonuses for exemplary performance.

# Use Specific Dates of Employment

- 1998-1999 = **NO CREDIT**
- 6/99 to 7/99 = **1 month credit**
- 6/1/99 to 7/31/99 = **2 months credit**
- Note: 12 **“full time”** months = **1 year of experience**



# Always Use Specific # of Hours in a Workweek

- 40 hours/week = 1 week credit
- 32 hours/week = 80% of 1 week credit
- 50 hours/week = 1 week credit
- 10-20 hours/wk = 10 hours credit (use avg. such as:  
“15 hrs/wk avg.”)
- “VARIED” = **NO CREDIT**
- “PART TIME” = **NO CREDIT**

# Review the Spelling of Your Resume!



# Basic Tips

1. “Bullet” style format is easiest to read.
2. Use no smaller than 10 point fonts.
3. Make key words stand out (**bold**/underline/*italicized*).
4. Separate multiple seasons of same job as if they’re completely different jobs.
5. Address every question from the online questionnaire in your resume.
6. Be specific and remember to use details that quantify what you did, how well you performed, and how much you did.

# Specific Tips

## ○ *Maintenance Positions*

### ○ Make a List:

- tools used (when/where)
- machines operated (when/where)
- vehicles driven (when/where)



## ○ *General Schedule Positions*

- List **all** computer programs, digital equipment and office machines that you've operated.



# Ability to Communicate in Writing

## Wordy Response

- In my time as a student, I have written many, many papers and letters which often communicate terribly complex information for the edification of the readership. I am a good writer and have no trouble making sure that what I write says what I want it to.



## **Better Response**

As an undergraduate student at Oregon State University, I produced nine research papers.

In my employment with Banana Split Cookie Company, I wrote an employee safety plan.

I have completed two college courses on technical writing.

As a secretary for Wild West Inc. I created letters for the public and inter-office memos.

# Ability to Communicate Orally

## Wordy Response

I am quite capable of oral communication as I have a lot of experience in talking to my peers about a variety of subjects.

# Ability to Communicate Orally

## Better Response

- As a student at the University of Maryland, I completed course work in public speaking and Spanish and received an “**A**”.
- During the summer of 2004, I worked for Ha Ha Tour Company as a tour guide. In this position I conveyed information regarding the Nation’s Capitol to visitors from around the world while riding a Segway backwards and speaking on a megaphone.
- During the summer of 2006 as a department manager for EyeSream Ice Cream company, I provided daily guidance to a staff of **six** employees.

# The Big Tip !

- Your **Resume** is your opportunity to showcase your talents.
- **Be proud of your work!**  
**Tell your story of what you can do for the land agency.**

# Candidate Selection Process

## “Category Rating”

1. Job must be offered to one of the candidates in the best scoring category.
2. This is why a detailed resume & strong supporting documents are so important!
3. Can't be considered unless you're one of the top scoring candidates.



Having narrowed the field of candidates to three, personnel goes through the final selection process.

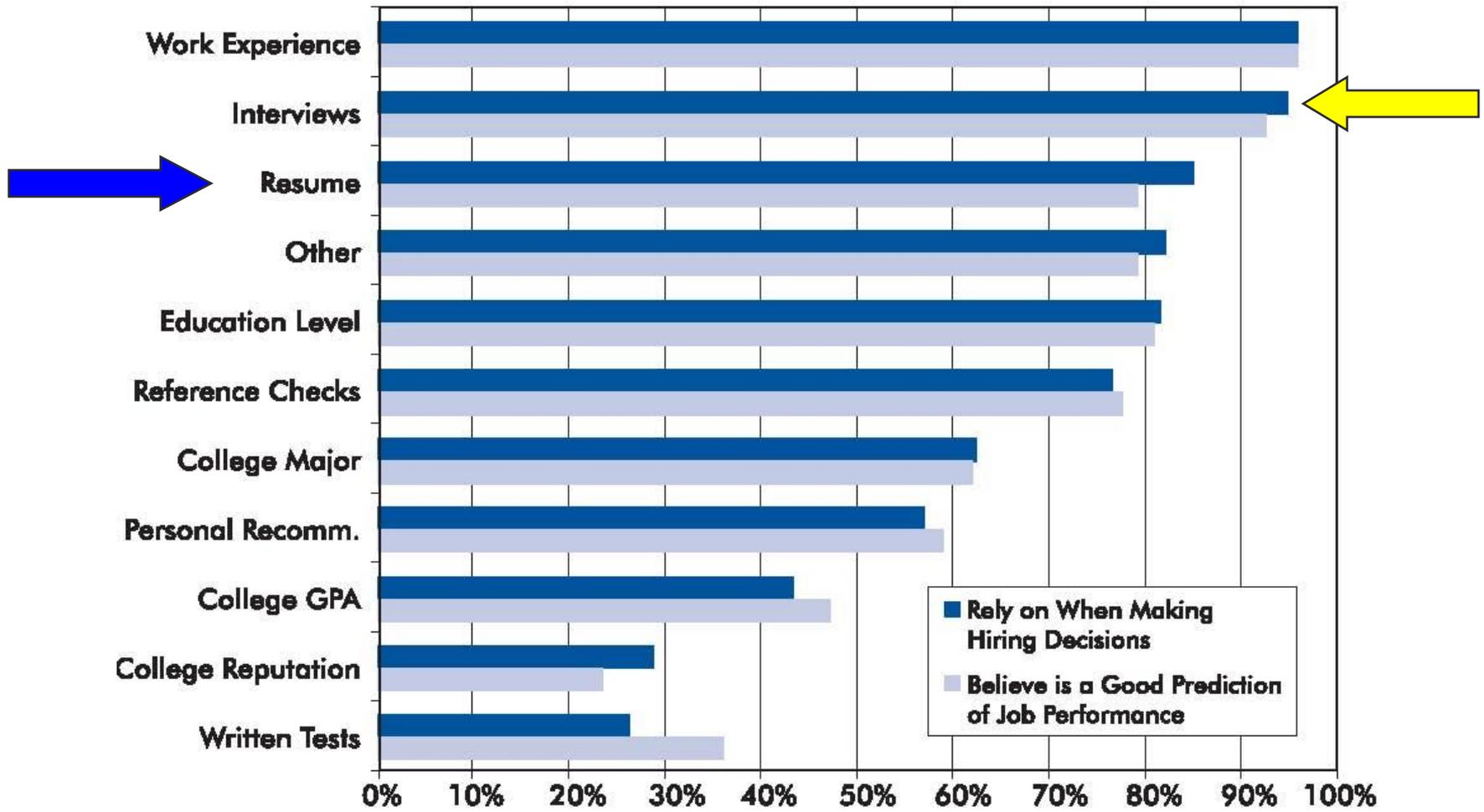
# The Last Hurdle!

## The Interview Stage



# Federal Supervisor's Hiring Criteria

## Supervisor View of Selection Tools



MSPB Study – September, 2005

# During the Interview...

1. Provide **unique** skills and interests that you offer.
2. Prepare yourself for a '**strengths & weaknesses**' question & spin it in a positive manner.
3. Write the questions down as asked (helps to stay on topic)!!
4. Don't be argumentative.
5. Don't speak ill of former employers/supervisors.
6. Find a coworker/friend and practice a mock interview.

# Dear John/Jane letter What to do now?



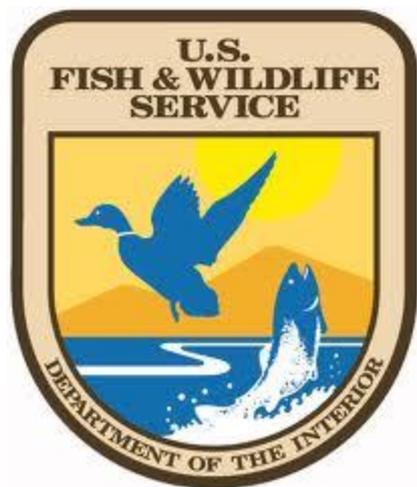
- You know... the letter that says, “Thanks, but we’ve hired someone else”.

# Don't Give Up!

- Phone the Personnel Office and ask them how you scored on the 'Certificate of Eligibles'. This will give you an idea of the quality of your application.
- Review your resume and look for areas of improvement.
- Consider taking on work assignments & training courses to strengthen and improve your marketability!



# Federal Land Agencies that Hire Youth



**Good Luck in Your Job  
Search!**

# National Park Service Resume Writing Workshop

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# Welcome

- Two Part Workshop
  - USAJOBS Navigation

- Writing a Winning Resume



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# 2013 Summer Job Opportunities

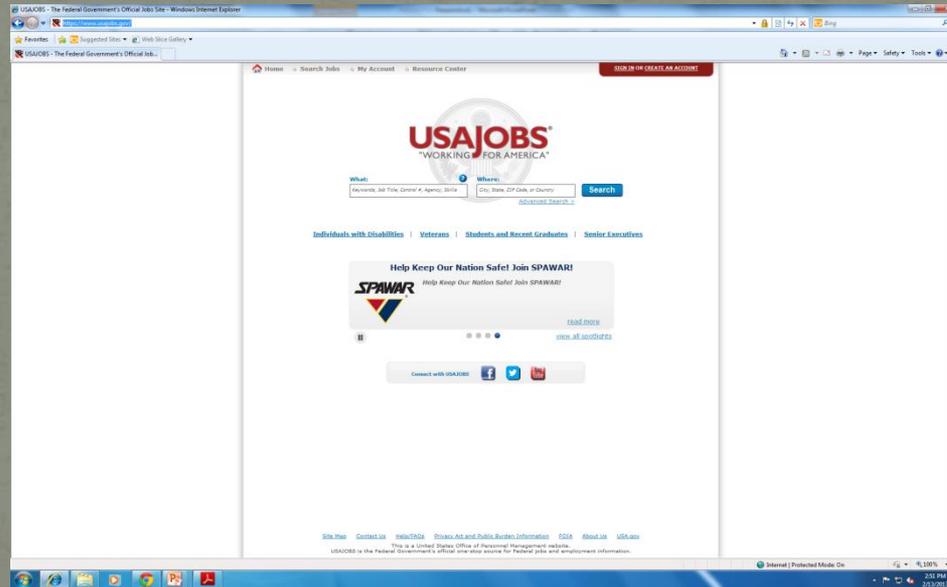
## Lewis and Clark National Historical Park

- Multiple Wage Grade (WG) Positions
  - Student hire
  - 9 week position
  - Pay rate: \$12.18/ hourly
- 2 Youth Conservation Corps. (YCC) Positions
  - 15- 18 years of age
  - 9 week position
  - Pay rate: \$8.95/ hourly



# USAJOBS NAVIGATION

- Getting to the webpage:
  - <https://www.usajobs.gov/>



# Searching for a Job

- What and Where ??

Use these two options to search for job openings . Use keywords such as: **Lewis and Clark** /or **National Park Service**. For a location use city: **Astoria** /or state: **Oregon**.



The screenshot shows the USAJOBS website search interface. At the top center is the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the logo are two search input fields: "What: (keywords)" and "Where: (U.S. city, state or zip code)". To the right of these fields are three links: "Browse Jobs >", "Advanced Search >", and "International Search >". Below the input fields is a blue "Search Jobs" button with a right-pointing arrow. Underneath the button are three links: "First Time Visitors", "Why Work for America?", and "Special Hiring Events". A horizontal bar below these links contains four categories: "Individuals with Disabilities", "Veterans", "Students and Recent Graduates", and "Senior Executives". At the bottom of the page, there is a footer with links for "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". Below these links is a small disclaimer: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."

- Advanced Search
  - For a more detailed search

# Review the Vacancy Announcement

- Read the ENTIRE announcement- all 5 tabs.

The screenshot displays the USAJOBS website interface in a Windows Internet Explorer browser. The page is titled "USAJOBS - Search Jobs" and shows a job announcement for a "Park Ranger (Wilderness)" position. The job is listed under the "U.S. DEPARTMENT OF THE INTERIOR National Park Service". The announcement includes details such as the salary range (\$16.01 to \$16.01 per hour), the open period (Thursday, February 14, 2013 to Wednesday, February 20, 2013), and the series and grade (GS-0025-05). The position information indicates it is a full-time temporary role with 1039 hours. The duty locations are listed as Longmire, WA and Enumclaw, WA. The announcement also includes a "Who May Apply" section, a "Job Summary" section, and a "Questions about this job" section. The "Job Announcement Number" is SROC-MORA-13-836230 and the "Control Number" is 336967100. The page features a navigation menu with tabs for "Overview", "Duties", "Qualifications & Evaluations", "Benefits & Other Info", and "How to Apply". A sidebar on the right contains buttons for "Apply Online", "Print Preview", "Save Job", and "Share Job". The browser's address bar shows the URL "https://www.usajobs.gov/GetJob/ViewDetails/336967100".

USAJOBS  
WORKING FOR AMERICA

Home Search Jobs My Account Resource Center SIGN IN OR CREATE AN ACCOUNT

Search Jobs Where: Advanced Search

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

U.S. DEPARTMENT OF THE INTERIOR  
National Park Service

Job Title: Park Ranger (Wilderness), GS-0025-05  
Department: Department of The Interior  
Agency: National Park Service  
Job Announcement Number: SROC-MORA-13-836230

**SALARY RANGE:** \$16.01 to \$16.01 / Per Hour  
**OPEN PERIOD:** Thursday, February 14, 2013 to Wednesday, February 20, 2013  
**SERIES & GRADE:** GS-0025-05  
**POSITION INFORMATION:** Full Time - Temporary NTE 1039 Hours  
**DUTY LOCATIONS:** 7 vacancies in the following location(s):  
Longmire, WA United States [View Map](#)  
Enumclaw, WA United States [View Map](#)  
United States Citizens

**WHO MAY APPLY:**  
**JOB SUMMARY:**  
Experience your America by building a fulfilling career by joining the National Park Service. The National Park Service preserves unimpaired, the natural and cultural resources and values of the national park system for the enjoyment, education, and inspiration of this and future generations.

Do you want to work and play in the great outdoors? Become a Park Ranger for the National Park Service. Park Rangers play an essential role in managing the use of park resources and facilitating visitor enjoyment, patrol backcountry areas, provide emergency services, manage wildlife/human interactions on the roadways or in campgrounds, and encourage visitors to develop a sense of stewardship for park resources.

The Seasonal Recruitment Operations Center is currently accepting applications to fill up to seven temporary positions at Mount Rainier National Park, Washington. Appointments made under this announcement are limited to 1039 hours (six months) in a service year and may be terminated at any time. Appointments under this announcement are eligible for extension if workload and funding allow. Individuals selected under this vacancy announcement are eligible for rehire in subsequent service years. **Anticipated Entry on Duty: May 2013**

**Agency Information:**  
Seasonal Recruitment Operations Center  
Please do not mail hard copy documents  
Harpers Ferry, WV  
25425  
USA

**Questions about this job:**  
SROC Hiring  
Phone: (877)554-4550  
Email: SROCHIRING@NPS.GOV

**Job Announcement Number:**  
SROC-MORA-13-836230

**Control Number:** 336967100

Go to section of this Job: [Dropdown]

Apply Online  
Print Preview  
Save Job  
Share Job

Done Internet | Protected Mode On 9:20 AM 2/15/2013

# Create an Account on USAJOBS

USAJOBS - Create An Account - Windows Internet Explorer

https://my.usajobs.gov/Account/Account

Home Search Jobs My Account Resource Center SIGN IN OR CREATE AN ACCOUNT

## USAJOBS® WORKING FOR AMERICA

### Create New Account

#### Welcome to USAJOBS!

USAJOBS is the official job site of the U.S. Federal Government.  
It's your one-stop source for Federal jobs and employment information.

**With your new account you'll be able to:**

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Search by Agency, Occupation, Location...
- Apply to Federal Agencies
- Learn how to use USAJOBS
- Learn about the Federal hiring process
- Discover special hiring programs
- See which jobs are in demand

**Required information**

- Email
- Confirm Email

What is your email format preference? Some email providers block HTML messages. Select "Text" to ensure your emails go through.

HTML  Text

 **Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.**

- Username  Use between 8 and 20 characters including at least one number and one letter. Do NOT use the @ sign.

**Terms and Conditions**

Done

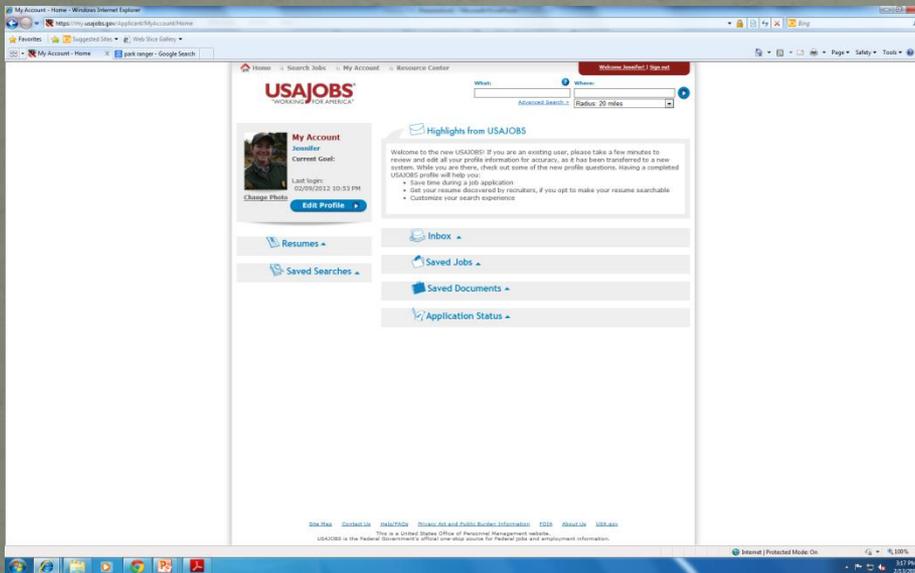
Internet | Protected Mode: On

10:41 AM  
2/19/2013

- All of your job application materials will be kept here.

# My Account

- One place for:
  - Resume
  - Upload Transcripts
  - Check on Status of Positions



# Upload Transcripts

My Account - Home - Windows Internet Explorer

https://my.usajobs.gov/Applicant/MyAccount/Home

My Account - Home

[Edit Profile](#)

[Resumes](#)

[Saved Searches](#)

[Inbox](#)

[Saved Jobs](#)

[Saved Documents](#)

USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.

<b>Document 1:</b>	<b>Transcripts - transcripts</b>	Date Uploaded: 2/18/2013
	<a href="#">View</a>   <a href="#">Delete</a>	

**Upload Documents**

Please enter a name for this attachment(100 characters max)

Document Type:  Select Document:

You have saved 1 of 10 possible documents.

[Application Status](#)

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USA.gov](#)

This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Internet | Protected Mode: On

10:46 AM  
2/19/2013

# Questions for Navigating USA JOBS?

Scroll down for contact info.



- What is the outcome?
  - An enriching summer experience
  - New skills
  - Friendships
  - Working in a National Park!!



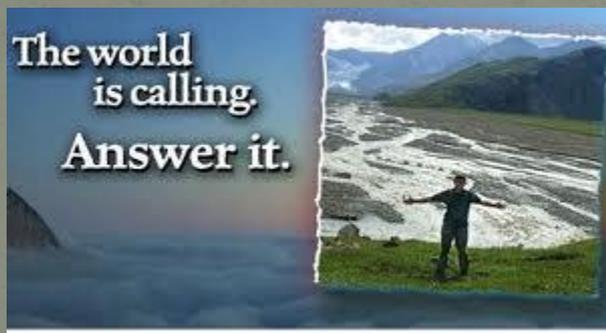
# Other Opportunities



# Student Conservation Association



- 2-3 positions at Lewis and Clark NHP
- Provides college and high school- aged members with hands-on conservation service opportunities in virtually every field.
- Expense Paid Internships
- 3 College Credits
- An estimated 12% of NPS workers get their start with the SCA.



# Volunteer



- Work with the division you are interested in for valuable experience:
  - Visitor Center
  - Natural Resources
  - Maintenance

# Thank You !!

- Contact Information:
- Will George
  - Environmental Educator
  - Phone: 503-861-2471 ext. 220
- Jill Harding
  - Chief of Visitor Services
  - Phone: 503-861-4421
- Jenny Bell
  - Biological Technician
  - Phone: 503-861-4445

