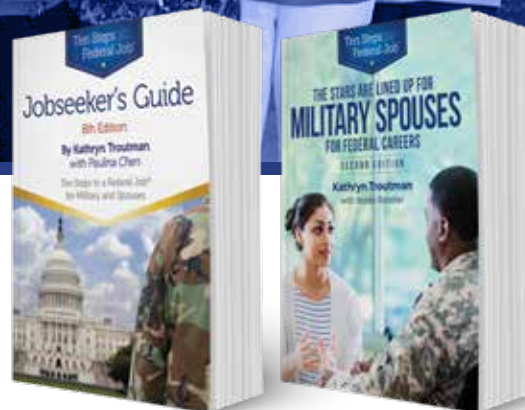


Ten Steps TO A Federal Job®



PLEASE JOIN OUR HAWAII CERTIFIED FEDERAL JOB SEARCH TRAINER / CERTIFIED FEDERAL CAREER COACH PROGRAM!

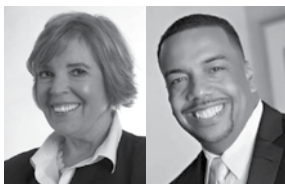
**TEACH TEN STEPS TO A FEDERAL JOB AND
THE STARS ARE LINED UP FOR MILITARY SPOUSES ON USAJOBS
AUGUST 5, 6, AND 7, 2019, 8:30 TO 4:00**



LOCATION: Impact Hub Honolulu, 1050 Queen St #100, Honolulu 96814
POC: Bobbi Rossiter, Program Coordinator, Ten Steps Certification, Baltimore, MD
bobbi@resume-place.com; **Phone:** (410) 744 4324 ext. 2.



**FEDERAL JOB SEARCH
TRAINER AND FEDERAL
CAREER COACH**



Kathryn Troutman and Charles Clark, Instructors

20% off training fees until June 1, 2019 Registrations!

Three-year certification to teach:

Ten Steps to a Federal Job; Stars are Lined Up for Military Spouses on USAJOBS; Ten Steps to a Pathways Internships; Writing Your First Resume – help your transitioning military, veteran, spouses and jobseekers WRITE federal resumes and apply successfully to Federal Jobs on USAJOBS!

What's new for 2019!

- The latest on USAJOBS federal applications
- Important Veteran's Preference Information for Federal Jobs
- New Military Spouse Federal Resume Format
- Updated info for Military Spouse Preference and USAJOBS
- Important Pathways Federal Resume Formats

REGISTER FOR TEN STEPS CERTIFICATION HERE:

<https://tinyurl.com/HawaiiTenSteps>

RESUME PLACE
BUILDING CAREERS IN THE US GOVERNMENT

CERTIFICATION PROGRAM AGENDA

DAY 1- FEDERAL HIRING

Instructor: Charles Clark

Monday, August 5, 2019, 8:30 a.m. - 4:00 p.m.

Merit Principals, Title 5 - Federal Employment Basics

- Analyzing and understanding the USJAOBS Announcement

Veteran's Preference

- Veterans Opportunity to Work Act (VOW); Veterans' Preference and Category Rating; Veterans Equal Opportunity Act (VEOA); Veterans Recruitment Act (VRA); 30% Disabled Veterans Authority; Veteran's Representatives List

Special Hiring Authorities for Federal Jobs

- Schedule A – Disabled Individuals Authority; Pathways for Recent Graduates and Interns; EO 13473, Military Spouse Preference; Selective Placement Coordinators

The Stars Are Lined Up for Military Spouses™

- Program S for Military Spouses – How to register; Introduction to Option Codes for the Priority Placement Program Registry; Narrative resume

DAY 2- TEN STEPS TO A FEDERAL JOB

Instructors: Kathryn Troutman and Charles Clark

Tuesday, August 6, 2019, 8:30 a.m. to 4:00 p.m.

STEP 1: Review the Federal Job Search

STEP 2: Network – Who Do You Know?

STEP 3: Research Vacancy Announcements on USAJOBS

STEP 4: Analyze Vacancy Announcements for Keywords

STEP 5: Analyze Your Core Competencies

STEP 6: Write Your Outline Format and Paper Federal Resume

- Activity: Look at your own USAJOBS resume builder and OUTLINE FORMAT FEDERAL RESUME**

STEP 7: KSAs, Accomplishments, and Questionnaires

STEP 8: Apply for Jobs with USAJOBS

STEP 9: Track and Follow Up on Your Applications

DAY 3 - RESUME ASSESSMENT/ CASEWORK

Instructors: Kathryn Troutman and Charles Clark

Wednesday, August 7, 2019, 8:30 a.m. to 3:00 p.m.

Federal Resume Writing Case Studies; Role-Playing - Resume Coaching, Client Homework Assignments
Practice Teaching: Ten Steps to a Federal Job® (Class Activity)

++ SPECIAL PRICE: 20% off the rates below, if you register before June 1, 2019 ++

New Certification: Government-Funded & Military-Funded:

- Individual registration: \$2,935 + \$20 book shipping = \$2,955; 2 attendees from the same office: \$2,735 + \$20 book shipping = \$2,755; 3+ attendees from the same office: \$2,535 + \$20 book shipping = \$2,555

Non-Profit, University, Private Practice, and Self-Pay:

- Individual registration: \$2,435 per person; Same Office: 2 attendees: \$1,950; 3 attendees: \$1,623 per person

Recertification: (After three years, you must recertify to renew your License to teach Ten Steps to a Federal Job)

- Individual registration: \$1,740 per person; Same Office: 2 attendees: \$1,500; 3 attendees: \$1,160

INCLUDED WITH YOUR REGISTRATION



QUESTIONS AND REGISTRATION HELP – RESUME PLACE, INC., BALTIMORE, MD

Bobbi Rossiter, Program Manager, Ten Steps Certification, bobbi@resume-place.com

Zoey Troutman, Accountant (Invoices) and Book Orders, Zoeytroutman@resume-place.com

Kathryn Troutman, President, Founder / Trainer, kathryn@resume-place.com

Baltimore, MD Headquarters: (410) 744 4324, ext. 3 9 to 5 EST

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