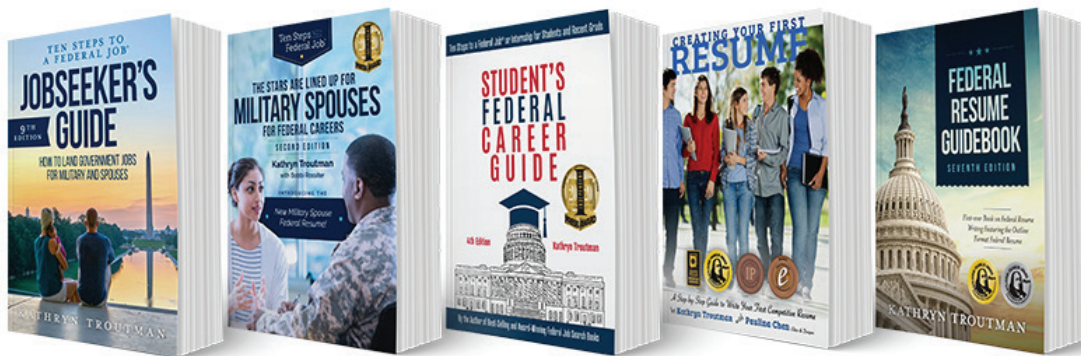


2023-2024 FEDERAL CAREER BUILDING CATALOG

Since 2002 Resume Place has trained and certified more than 2,000 career professionals in the Ten Steps to a Federal Job® Method. Resume Place has written and coached Federal jobseekers for more than 10,000 Federal resumes since 1996.



FEDERAL CAREER BOOKS. BULK RATES
BEST DISCOUNTS BY THE PUBLISHER,
RESUME PLACE, INC.

FOR MORE VISIT [RESUME-PLACE.COM](https://www.resume-place.com)



ABOUT US



Resume Place, Inc. is the leading Federal job search training and coaching certification provider for career transition services through the publications and curriculum licensed through the Ten Steps Certification program. No other company has developed career training programs tailored directly to the needs of Federal agencies and employees, service members, veterans and spouses seeking Federal employment.

Our Certified Federal Job Search Trainers are licensed to teach Ten Steps to a Federal Job® and The Stars are Lined Up for Military Spouses® to staff of military services, state employment services and federal agencies around the world. The Ten Steps course is popular and is taught by: Family Readiness Specialists, Community Readiness Specialists, Life Skills Educators, Work and Family Life Specialists, Global Employment Advisors, Personal and Professional Development Counselors, Leadership Training Coordinators, Employment Specialists, Veterans and Disabled Veterans Employment Counselors, Human Resources Specialists, Education Program Specialists, Transition and Employment Development Specialists, Career Coaches, Career Counselors, Readiness NCO, Airman and Family Readiness Program Specialists, Talent Development Specialists, Instructional Designer / Trainers, Personal & Professional Development Counselors, Military and Veteran Student Counselors, Career Resource Program Specialists, Intake Specialists for Federal resume writing strategies with the successful Outline Format and navigating USAJOBS.

Ten Steps to a Federal Job® covers lessons on career advancement, career transitions, reduction-in-force (RIF) preparation, EEO requirements to manage non-selection complaints, occupational change and restructuring. Training programs continually update to incorporate new features of USAJOBS.gov to optimize success for Federal employee applications.



Kathryn Troutman created the successful Federal resume format – the **Outline Format** – which is compliant with the Plain Writing Act of 2010. The Outline Format features small paragraphs, ALL CAP KEYWORDS from the announcement, and accomplishments that stand out. This format is featured in the *Federal Resume Guidebook, 7th Edition*. This book is the Number One Resume Writing Book in America, 2022-2023. This was the first-ever book written on Federal Resume writing by Kathryn Troutman in 1996. Recently Troutman received the National Resume Writers Association's Hero Award for her significant contributions to the industry.

FOR MORE INFORMATION VISIT
RESUME-PLACE.COM

THE RESUME PLACE, INC. © 2002-2024
POTOMAC, MD 20818
KATHRYN TROUTMAN · ALL RIGHTS RESERVED



Live CFJST / CCC Photos from 2021

State of Maryland Employment Services
 FDA, White Oaks, MD
 USDA, AMS, Kansas City, MO
 Loyola College, Columbia, MD

Ten Steps Certified Trainers –
 Live and Virtual Classes since 2002

Ten Steps to a Federal Job®

10 STEPS TO A FEDERAL JOB® CERTIFICATION PROGRAM

YOUR GO-TO RESOURCE FOR THE FEDERAL JOB APPLICATION PROCESS

The **Ten Steps to a Federal Job®** Certification Program is the go-to resource for those looking to become experts in the Federal job application process and help their clients succeed in securing Federal employment.

With our cutting-edge training and comprehensive curriculum, you'll have the skills and knowledge you need to effectively coach and advise jobseekers on the best practices for navigating the Federal job application process.

Ten Steps to a Federal Job® is taught at over 200 military bases worldwide, across all military services, and once certified, trainers can teach the curriculum in a variety of formats, including 90 minutes, 3 hours, 7 hours, or 2 days.

We provide both long and short PowerPoint presentations to match the needs of your training classes.

The course provides 24 CEUs and is a 3-year certification program.



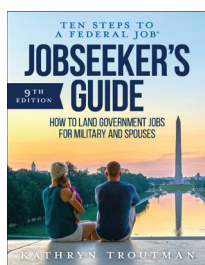
**TEN STEPS
CERTIFICATION PROGRAM
REGISTRATION**



<https://resume-place.com/get-certified/ten-steps-trainer-certification/ten-steps-certification-program-registration/>

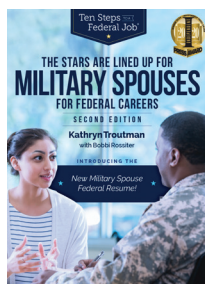
4 CORE CURRICULUM & TEXTBOOKS

All courses include these **core textbooks** and allow certified trainers to teach from their licensed material:



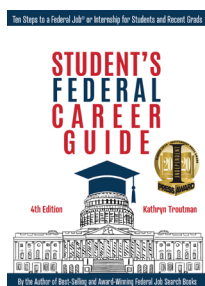
Jobseeker's Guide: Ten Steps to a Federal Job, How to Land Government Jobs for Military and Spouses®, 9th Ed.

The 9th edition of this comprehensive guidebook includes six case studies of successful Federal jobseekers, offering a behind-the-scenes look at the process they used to get hired. The case studies include before and after versions of resumes, as well as a breakdown of the keywords and qualifications required for each position. In addition, the Ten Steps are updated based on the latest USAJOBS application requirements and Direct Hire Authorities.



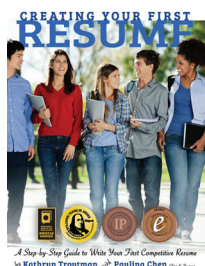
The Stars Are Lined Up for Military Spouses®, 2nd Edition

If you're a military spouse seeking a federal job, this guidebook is an essential resource. It is filled with valuable information on how to take advantage of the positive changes and updates for military spouses in the federal job market. This includes finding listings on USAJOBS and accessing jobs posted specifically for military spouses, as well as understanding the noncompetitive hiring rules outlined in EO 13473.



Student Federal Career Guide, 4th Edition

The Student Federal Career Guide offers guidance on how to list the education section on a resume, including tips on highlighting specific courses, papers, projects, and technical skills. This can be particularly helpful for new graduates or people changing series, where education must help them qualify for the job in lieu of experience.



Creating Your First Resume

Target Audience: High School and College

In this multiple award-winning guide, resume expert Kathryn Troutman provides a solid source of advice for not just writing your first resume - but creating an impressive one. The book was developed for recent grads and students in high school, college, or technical school. The 15 resume samples cover the diverse ways a resume can be used - when applying to college, internships or technical schools, jobseeking in the private sector, seeking Federal employment, or entering the military. Older resume writers can find direction too from the easy-to-follow and actionable resume writing process the author presents.

10 STEPS TO A FEDERAL JOB® CERTIFICATION PROGRAM

BECOME A CERTIFIED TRAINER AND GAIN ACCESS TO ALL COURSE MATERIALS

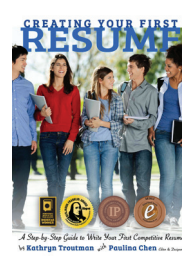
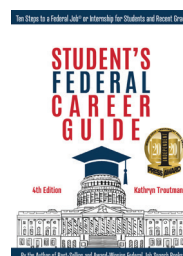
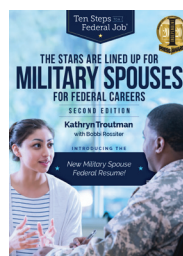
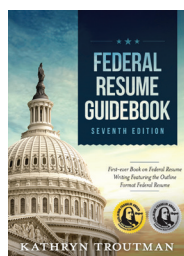
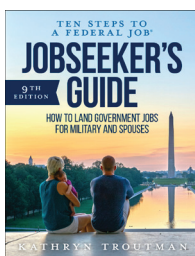
The Ten Steps to a Federal Job® Certification Program offers expert training for those looking to coach clients, advise job seekers, and instruct classes on the best practices for navigating the federal job application process.

As the largest employer in the United States, with over 2 million employees, it is important for employment counselors, transition counselors, and career counselors to understand the ins and outs of the federal job application process.



With our program, you can become certified for 3 years to teach four career curriculum options:

- Ten Steps to a Federal Job®
- The Stars Are Lined Up for Military Spouses®
- Ten Steps to a Pathways Internship for Students and Recent Grads
- Creating Your First Resume



BECOMING A CERTIFIED TEN STEP TRAINER



**Live Online
Classes**

OR



**In-Person
Program**

The Perfect Program for Anyone seeking to offer coaching, training, or resume writing services in the Federal job context, such as:

Military Transition Center Counselors

University Career Counselors

Employment Readiness Staff

One-Stop Counselors

Tools

As a Certified Trainer, you will learn how to:

- Construct a correct Federal Resume in the Outline Format
- Understand USAJOBS announcements and their requirements for keywords and specialized experience
- Learn more about various specialized application preferences and hiring programs like: Veteran's Preference, Military Spouse Preference, Schedule A for People with Disabilities, Pathways Program for New Student Hires

GET CERTIFIED TODAY!

Don't miss out on the opportunity to enhance your skills and knowledge in the Federal job application process!

Individual
\$3,155

Group **15% Discount**

\$2,682

2 Individuals, Same Office

Recertification

\$2,366

2+ Attendees \$2,130

HOSTED PROGRAM FOR YOUR AGENCY:

Continental US: \$19,100 for up to 7 attendees (travel is quoted separately)
Additional attendees are \$2,118 per person
Available on the GSA Schedule; Sole Source Training Program

NINTH EDITION

JOBSEEKER'S GUIDE TEN STEPS TO A FEDERAL JOB®

Kathryn Troutman

For Military, Veterans and Military Spouses

Winner: NYC Big Book Awards, Distinguished Favorite, Career, 2022

Winner: Global eBook Awards, Best in Career/Employment, 2016

Table of Contents

5	Introduction & Sneak Preview of the Outline Format Federal Resume
13	Step 1: Learn about Federal Jobs
25	Step 2: Network & Use Non-Competitive Hiring
43	Step 3: Search USAJOBS
57	Step 4: Find Keywords
63	Step 5: Explore Your Core Competencies
69	Step 6: Write Your Federal Resume
107	Step 7: Write Your Accomplishments
117	Step 8: Apply for the Job!
127	Step 9: Track Your Application & Follow Up
135	Step 10: Interview & Negotiate

Example Resumes

Military Spouse/Admin. Specialist; Jenny, Targeting Program Analyst

US Navy Administrative Officer; Cedrick, Targeting DEA GS-733

Military Spouse; Maxine, Targeting VA GS-5 73

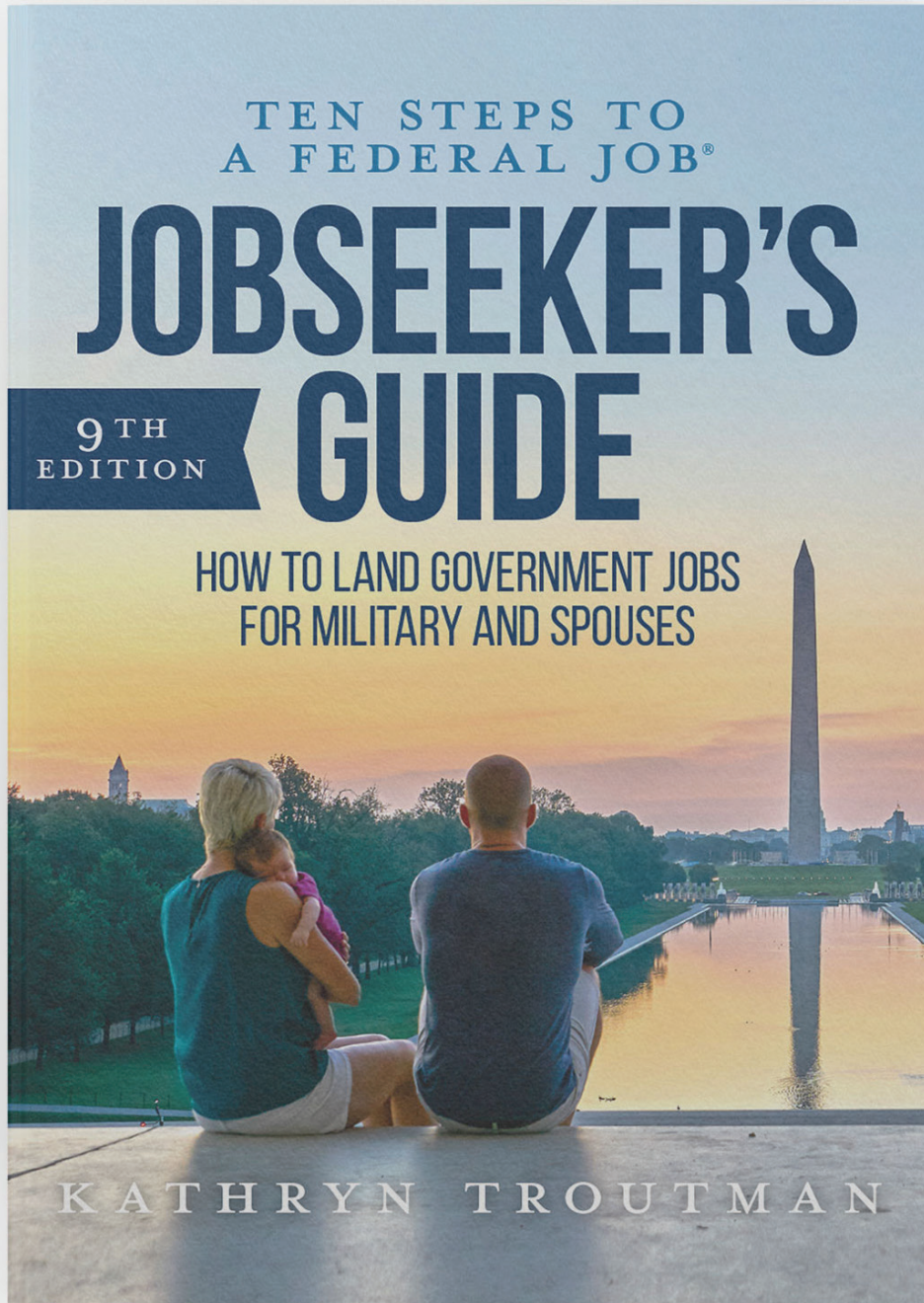
Ammunition Test Coordinator; Julia, Targeting VA Program Analyst GS-1483

Dental Technician E-5; Justus, Targeting Park Service Info Specialist GS 790

Avionics Technician E-6; Joseph, Targeting FAA Safety Inspector FG-993

Medical Lab Technician E-4; Jonathan, Targeting VA Health Technician GS-5100

US Army Military Spouse; Gloria, Targeting Paralegal Specialist GS-7



Jobseeker Guide Top Lessons:

- › Before & After Resume Samples
- › New Graduate, Mid-Career
- › Derived Preference Spouse
- › Active Duty Spouse
- › Outline Format Federal Resumes
- › Keyword Lessons Accomplishments
- › Targeting the Specialized Experience
- › How to Negotiate Your First Federal Job

Publisher Bulk Book Rates

Individual Book \$15.95 plus \$10 shipping

50 to 149 print books: \$12.00 each

150 to 250 print books: \$10.00 each

Shipping in the US: \$25 per box (25 books per box)

Shipping in HI, AK, APO: \$75 per box (25 books per box)

ISBN-13: 978-1-7334076-3-2



SCAN CODE TO
ORDER OR VISIT
RESUME-PLACE.COM

SECOND EDITION

THE STARS ARE LINED UP FOR MILITARY SPOUSES®

Kathryn Troutman with Bobbi Rossiter

Winner: Distinguished Favorites, Best in Career, 2020

Winner: Independent Press Awards, Best in Military Non-Fiction, 2020

Table of Contents

8	Part 1: Follow the Stars on USAJOBS® with Military Spouse Hiring Authority
44	Part 2: Military Spouse Case Studies
102	Part 3: Hiring Programs and Authorities
118	Part 4: It's Your Turn!

Example Resumes

Military Spouse/Homebased Business; Nicole, Targeting several Fed positions, including Inventory Management Specialist, GS-2010-07

Military Spouse/Recent Grad/Program Management Experience; Bobbi: Targeting various Fed positions, including Work and Family Life Specialist, GS-0101-09

Military Spouse/Managed Service Programs for US Military; Jan: Targeting Program Analyst, GS-0101-14

Military Spouse/No Formal Employment for 22 Years; Ann: Targeting Administrative Assistant, GS-0301-06 through 09

Military Spouse/Foreign Language Instructor/Translator/Interpreter; Natalie: Looking for same at new military installation

Military Spouse/New Grad; Jennifer: Targeting Human Resources Assistant, GS-0203-07



Military Spouses Guidebook Top Lessons:

- › New Federal Resume Format for Spouses
- › Preference Information for MSP DOD Jobs
- › EO 13473
- › Matching the Specialized Experience
- › Non-Profit / Volunteer Experience Samples

Publisher Bulk Book Rates

Individual Book \$15.95 plus \$10 shipping

50 to 149 print books: \$12.00 each

150 to 250 print books: \$10.00 each

Shipping in the US: \$25 per box (25 books per box)

Shipping in HI, AK, APO: \$75 per box (25 books per box)

ISBN-13: 978-1-7337779-0-2



SCAN CODE TO
ORDER OR VISIT
RESUME-PLACE.COM

FOURTH EDITION

STUDENT'S FEDERAL
CAREER GUIDE®*Kathryn Troutman**The only comprehensive guide for students starting a Federal career***Winner:** Independent Press Awards, Best Career Book, 2021**Winner:** Gold: Ben Franklin Awards, Best in Business & Career, 2021**Winner:** Distinguished Favorites, Best Interior Design, 2021**Table of Contents**

9	Step 1: Accomplishments
17	Step 2: Federal Student Hiring
39	Step 3: Search for Jobs
45	Step 4: Vacancy Announcements and Keywords
59	Step 5: Basic Federal Resume
63	Step 6: Best Federal Resume Format
81	Step 7: Apply on USAJOBS
95	Step 8: Interview
101	Step 9: Negotiate Your Job Offer
107	Step 10: Become a Permanent Federal Employee

Example Resumes

BS, Biology, Molecular and Cellular Biology; Savannah: Targeting Consumer Safety Officer, GS-0696-07

Working on Master of Health Sciences (MHS); Sadie: Targeting Public Health Internship, SAMHSA, GS-06850-9

Veteran, BA, Government & Public Policy; Jeremy: Targeting Intelligence Analyst, GS-0132-9

BS, Computer Science; Greg: Targeting IT Specialist (Cyber/Info Assurance), GS-22201-7

MS, Applied Psychology, plus PhD studies Counseling Psychology; Ann: Targeting Health Insurance Specialist, GS-0107-9/12

MS, Aerospace Engineering; Phillip: Targeting Mechanical Engineer, GS-0830-9/12

Ten Steps to a Federal Job® or Internship for Students and Recent Grads

STUDENT'S FEDERAL CAREER GUIDE

4th Edition

Kathryn Troutman



By the Author of Best-Selling and Award-Winning Federal Job Search Books

Creating your First Resume Guidebook Top Lessons:

- › Student Federal Resumes Feature Education on Page 1
- › Describe Course Papers and Projects
- › Type Your Course Titles in the Resume
- › 2 to 3 Page Length

Publisher Bulk Book Rates

Individual Book \$15.95 plus \$10 shipping

50 to 149 print books: \$12.00 each

150 to 250 print books: \$10.00 each

Shipping in the US: \$25 per box (25 books per box)

Shipping in HI, AK, APO: \$75 per box (25 books per box)

ISBN-13: 978-1-7334076-2-5



SCAN CODE TO
ORDER OR VISIT
RESUME-PLACE.COM

FIRST EDITION

CREATING YOUR FIRST RESUME

*Kathryn Troutman with Paulina Chen**Shows how to write your first resume and apply in an easy step-by-step process***Winner Gold:** Ben Franklin Awards, Best Interior Design I-2 Color, 2016**Winner Bronze:** Independent Publisher (IPPY) Awards, Career, 2016**Winner Bronze:** Global eBook Award, Career, 2016**Winner Silver:** Foreword Indies, Career, 2015

Table of Contents

6	Level 1: Draft Your Basic Resume
9	Level 2: The Big Three
16	Level 3: Pick Your Format
52	Level 4: Make Your Resume Straight Fire
56	Level 5: Write a Legit Cover Letter
58	Level 6: Apply for Jobs Like a Pro
62	Level 7: Interview On Point
66	Level 8: Follow Up: Keep It 100

Resume Examples

Resumes (plus 8 more!): Sample resumes in the book target Technical Training, College Acceptance, Internships, Private Sector Jobs, Federal Jobs and Student Federal Jobs

Calvin: High School Graduate with Technical Expertise Seeking Commercial Aeronautics Internship

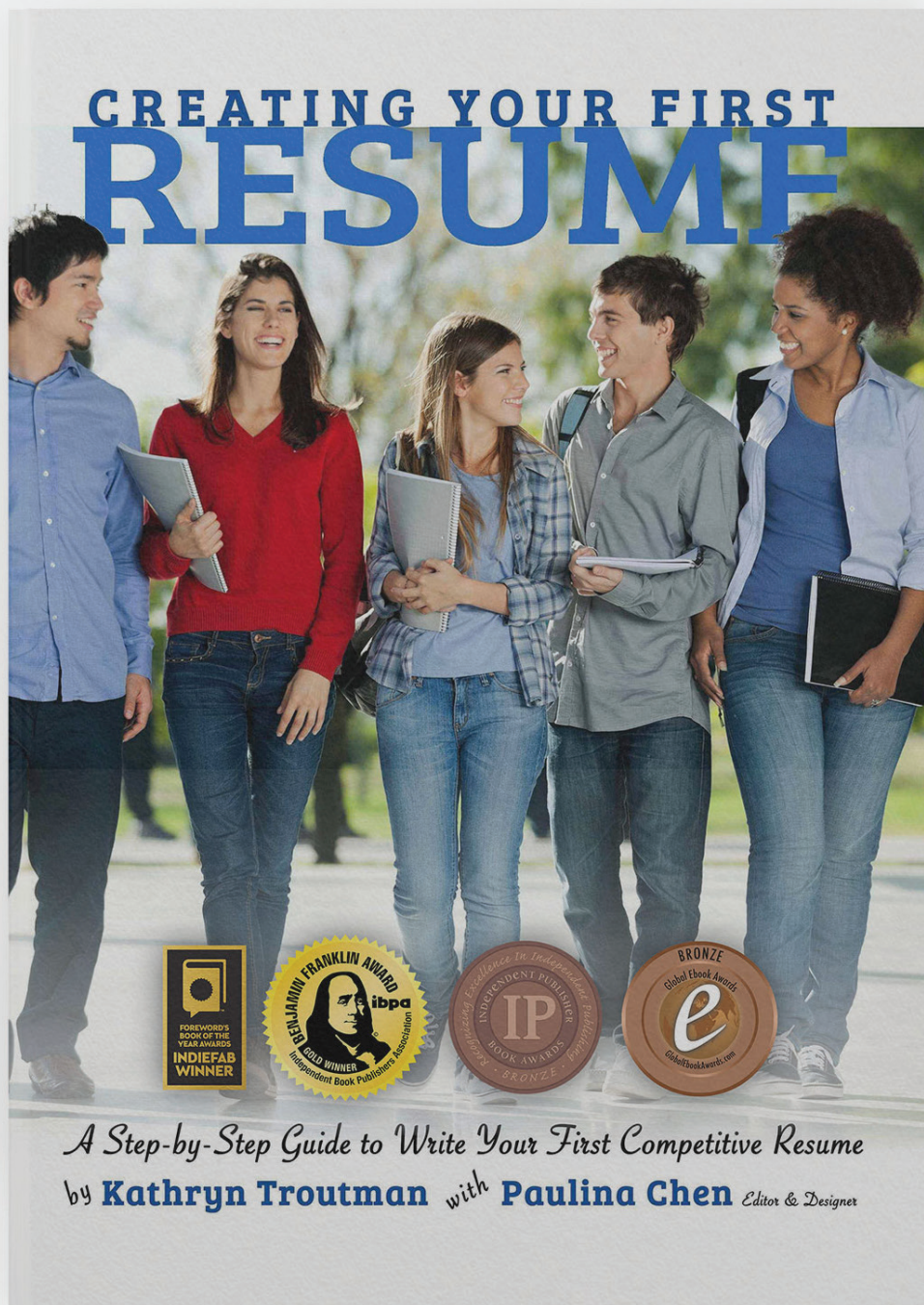
Molly: High School Student with Academic Honors/Many Interests Seeking Degree in International Affairs and Environmental Awareness

Emily: High School Student/Poet/Lit Mag Editor Seeking Literary Internship

Ron: High School Student with Volunteer Construction Management Experience Seeking Similar Job in Private Sector

Nathan: Military Family Member Applying for Electrical Systems Specialist with US Air Force

Ashley: College Graduate with Degree in Civil/Environmental Engineering Seeking Civil Engineering Job with Federal Government



Creating your First Resume Guidebook Top Lessons:

- › 6 FIRST Resume Styles in the Book
- › College, Internship, Trade School, Federal Job, US Military or Guard
- › Add Info about Activities, Skills and Achievements

Publisher Bulk Book Rates

Individual Book \$12.95 (print or ebook)

50 to 149 print books: \$10.00 each

150 to 250 print books: \$8.00 each

Shipping in the US: \$50 per box (25 books/box)

Shipping in HI, AL, APO: \$75 per box (25 books/box)

ISBN-13: 978-0986142109



SCAN CODE TO
ORDER OR VISIT
RESUME-PLACE.COM

SEVENTH EDITION**FEDERAL RESUME
GUIDEBOOK**

Kathryn Troutman with John Gagnon, PhD and Emily Troutman, MPP

#1 Resume Book in America, 2022-2023

Gold Winner: Independent Press Awards, Reference, 2021

Gold Winner: Ben Franklin Awards, Reference, 2021

Silver Winner: Ben Franklin Awards, Business & Career, 2021

Table of Contents

Part 1: Strategies for Writing a Successful Federal Resume

Part 2: Ten Steps for Getting Promoted

Part 3: Federal Career Change - Four Case Studies

Part 4: Special Insights for Information Technology

Example Resumes

Military Spouse/Admin. Specialist; Jenny, Targeting Program Analyst

Private Sector Insurance Claims; Milton, Targeting FEMA Insurance Specialist

County Law Enforcement; James, Targeting Federal Law Enforcement Specialist

Private Sector IT Specialist; Deborah, Targeting Information Technology Specialist

Veteran/Private Sector Driver; Eric, Targeting Maintenance Mechanic

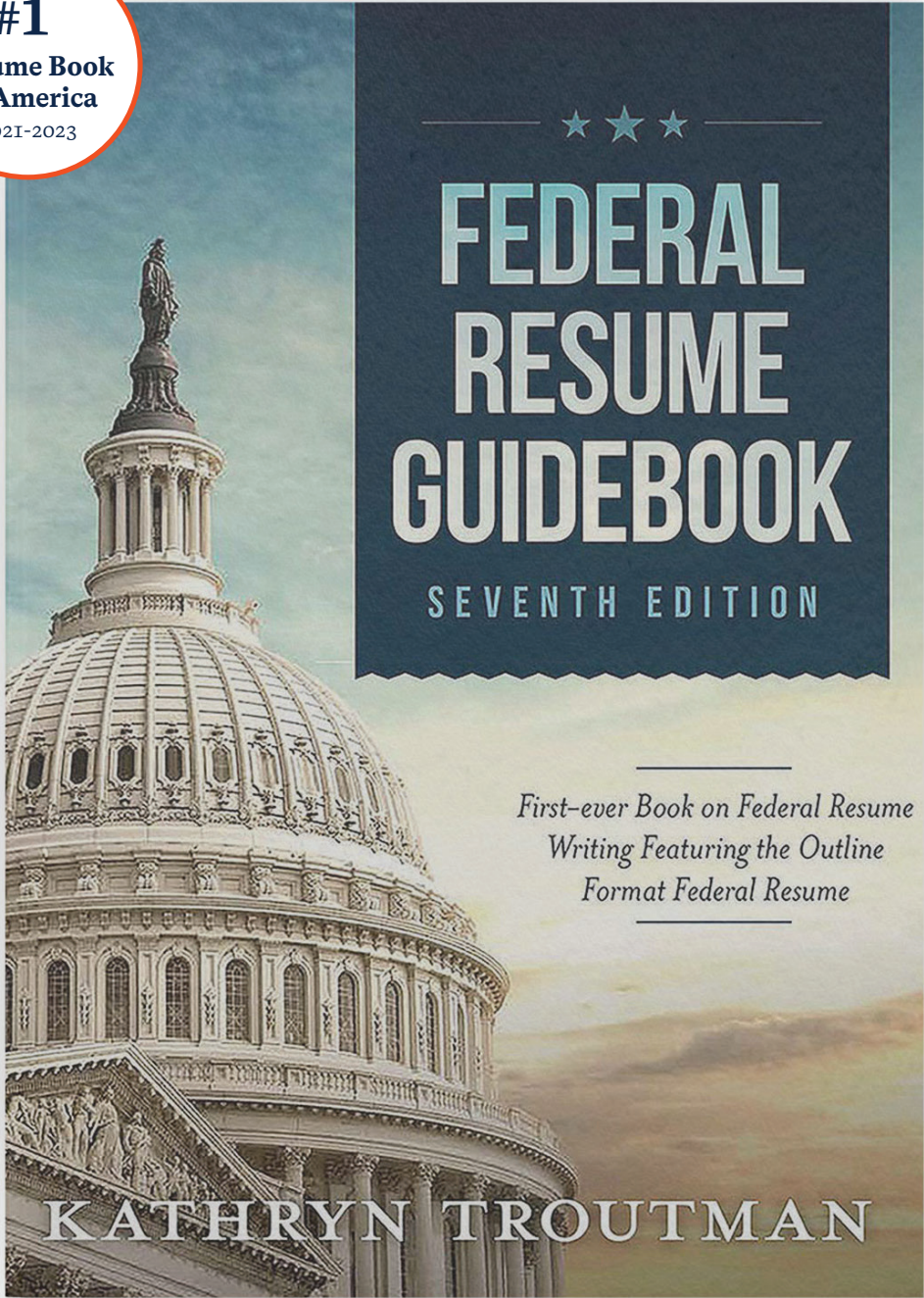
Recent Graduate; Phillip, Targeting Pathways or Federal Engineer Positions

Embedded Social Worker/US Navy; Margaret, Targeting Park Ranger

Fed (USAF) to Private; Walter, Targeting Operations, Business Analyst, Program Manager

Recent Graduate IT Specialist, Greg, Targeting Cyber

Mid-Career IT Specialist, Michael, Targeting Network Security



**Federal Resume Guidebook
Top Lessons:**

- › Before & After Resume Samples
- › Targeting Specialized Experience
- › Keywords from the Announcement
- › Accomplishment Samples
- › Stand Out and Get Best Qualified and Referred

Publisher Bulk Book Rates

Individual Book \$15.95 plus \$10 shipping
50 to 149 print books: \$12.00 each
150 to 250 print books: \$10.00 each
Shipping in the US: \$25 per box (25 books per box)
Shipping in HI, AK, APO: \$75 per box (25 books per box)



SCAN CODE TO
ORDER OR VISIT
RESUME-PLACE.COM

What people are saying about the Federal Job Training Certification & Resume Place Books by Kathryn Troutman

“You will walk out of this class with so much knowledge. The books are a must-have!”

- JENNIFER G. STATE OF MARYLAND, DISABLED VETERAN OUTREACH SPECIALIST, BALTIMORE COUNTY

“The training is awesome. I learned so much from Day One. This information will really help our customers. Thank you!”

- JORGE D. MARYLAND DEPARTMENT OF LABOR, SALISBURY, MD

“Kathryn’s sharing her wealth of knowledge was invaluable. The books are going to be great references for me. The books and PowerPoints are very informative and will be key in helping me assisting others in writing their resumes.”

- ANONYMOUS GRADUATE

“This is truly one of the most unforgettable trainings I have participated in. I am very glad I joined this life-changing course.”

- MARIA ERLINDA D. EMPLOYMENT PROGRAM MANAGER, RAF LAKENHEATH, ENGLAND

“This was a recertification for me, and I am glad to see that I am still doing the right things. I also had forgotten about a lot of the HR Day material so it was a great refresh.”

- DANA J. REDSTONE ARSENAL, AL

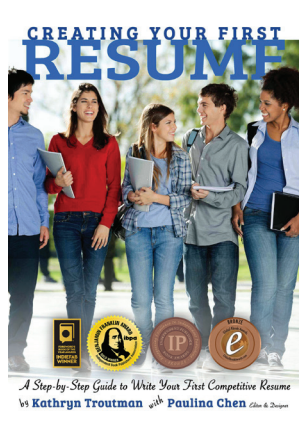
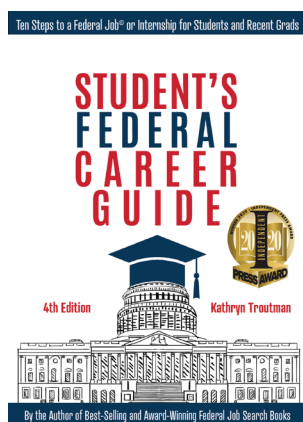
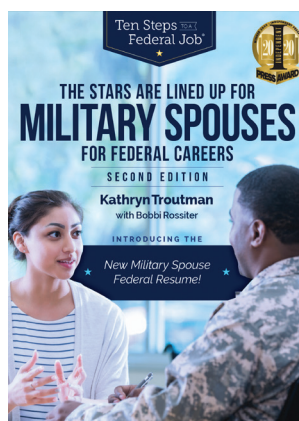
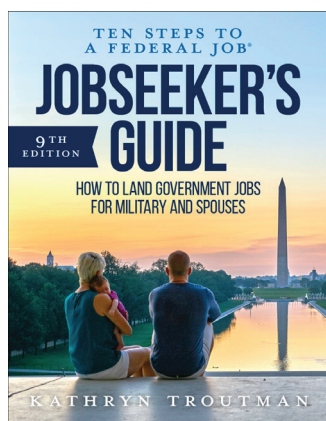
“Excellent Training... I have been certified for several years and have not seen any other Federal resume training that has measured up to this one. Thank you Kathryn and Resume Place.”

- ROBIN S. AMY COMMUNITY SERVICE, DAEGU, SOUTH KOREA

Once you're trained, remember to stock up on the books for your own future trainings. Generous bulk rates apply!

You will be certified to teach curriculum based on these four texts:

- Jobseeker's Guide: Ten Steps to a Federal Job®
- The Stars Are Lined Up for Military Spouses®
- Student's Federal Career Guide
- Creating Your First Resume



SCAN CODE TO ORDER BOOKS
OR VISIT [RESUME-PLACE.COM](https://resume-place.com)
FOR MORE MORE!

**The Certified Federal Job Search Trainer /
Certified Federal Career Coach**

Teaches you to train and coach your clients to
write the best outline format federal resume
that matches the announcement Specialized
Experience and features Key Accomplishments!



SNEAK PREVIEW – OUTLINE FORMAT FEDERAL RESUME

Target: US Navy E-6 - Seeking First Federal Career
Technical Operations Group Assistant, GS-303-7 - **HIRED**

CEDRICK SMITH

1111 San Diego Drive, San Diego, CA 90999
(666) 666-6666 csmith11@yahoo.com
30% or More Disabled Veteran

WORK HISTORY:

USS ZUMWALT (DDG 1000)

Unit 100831 Box 1 FPO, AP 96693 United States

Salary: 88,989.00 USD Per Year

12/2017 - 11/2019

Hours per week: 40

**Administrative Officer/Ship's Secretary
First Class Petty Officer, E-6**

- The USS ZUMWALT was commissioned in Baltimore, MD in 2016. As the first sole administrative officer for the ship in 2017, I performed all administrative matters alone for a year.
- After one year, I successfully submitted justifications and requests to expand our manpower and was able to add 2 more personnel to the Administrative team supporting 160 sailors on the ship.

ORGANIZATION LIAISON: Collaborated with Military Enlisted & Officer personnel, Federal Civilians & Contractors, and transferring service members from the Navy / Air Force Pacific for the ship's administrative operations. The ship deployed many times, to complete tests of the ship's capabilities.

SUPERVISION & MANAGEMENT: Supervised 4 personnel on all administrative functions. Managed and processed 100% of command instructions, notices, and general correspondence for Command Triad & Department Head review and approval. Directed administrative and security support for physical, industrial, information, and personnel security. Managed medical care, retention and promotion, and security of the 160 personnel assigned to the command.

TECHNICAL SUPPORT: As the program coordinator, it was my responsibility to ensure that all unmarried sailors with children had an approved family care plan on file. Ensured that all personnel completed the proper documentation and recertification for family members that were designated as exceptional for medical reasons. Reviewed and submitted annual fitness reports and evaluations for all personnel onboard.

KEY ACCOMPLISHMENTS:

- Instrumental in the retention of personnel to ensure proper manning levels were maintained for ZUMWALT and the US Navy.
- Oversaw all aspects of the personnel security program, utilizing JPAS/DISS to initiate, update, and close out personnel security investigations and visit requests.
- Managed a \$100K travel budget to ensure that the agency maintained the appropriate number of specially trained personnel onboard. Coordinated flight & lodging requests for personnel and ensured proper account reconciliation after the completion of travel.

Paragraphs,
not bullets

ALL CAPS headlines
for each paragraph
using KEYWORDS from
the announcement

Add your
accomplishments
at the end of each
job block

Resume Place, Inc., Potomac, MD.
Customer Services, Nicole Becker
nbecker@resume-place.com
Messages: (410) 744 4324
www.resume-place.com

