



How to Write the Perfect Federal Job Resume & Resume Cover Letter: With Companion CD-ROM

Melanie Williamson

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According to FederalResumeExperts.com, the format and method of applying for a Federal job with an official resume has changed more than a dozen times in the last twenty years alone. The constant alterations, multiple form options, and sheer importance of getting the application process just right when applying for a Federal position can be a horribly tense situation for any freshly anointed job seeker. Understanding how to write the ideal resume and cover letter when approaching a federal opening can be the difference between you and the hundreds or even thousands of additional applicants pushing for the same position.

This book was written for every new job seeker who is striving to land a federal job but does not yet have the necessary tools or knowledge needed to put together the perfect resume and cover letter. You will learn in this book the difference between the major forms, including the 612 and 171 and how they are used for different job types including everything from aviator and warrant officer to teacher, police officer, and office manager. Former members of the military are given specific details on how they can fill out these highly important forms as well. You will learn how you can start writing a resume that will effectively catch the attention of a federal hiring manager, whether it be in a military position or an office administration role.

Dozens of top hiring experts have been interviewed and their responses compiled here to show how anyone can effectively fill out the necessary forms and write a resume for a federal government job, whether it be the GS 1431 for Building Managers or the GS 0344-12 for Computer Scientists or even US Postal Service applications and resumes. If you are considering or are being considered for a job in the federal government, you owe it to yourself to read this book today and learn more about how you can effectively write and submit your resume and cover letter today. The companion CD-ROM is included with the print version of this book; however is not available for download with the electronic version. It may be obtained separately by contacting Atlantic Publishing Group at sales@atlantic-pub.com

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