

Happenings

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Columbus, Ohio

August 11, 2008

Writing Resumes for Federal Jobs

Edited/CareerBoard.com Heather Eagar in Job Seeker – Resume

When applying for a Federal job, there are certain details that you must provide in order to be considered by a recruiter. Here are some tips to help you write your resume for a Federal job.

So you're looking to land your first Federal job and are just about to start working on your resume. Stop right there. Before you put pen to paper (or fingers to keys), you should know that applying for Federal employment is different than the private sector. Federal guidelines require that you provide very specific and detailed information to apply for a job by way of the OF-612 form or Federal resume (along with a KSA). Since the Federal resume carries the greatest influence of the two, let's take a look at ways to create one that will help you get the job you want.

What You Need to Know

When applying for a Federal job, there are certain details that you must provide in order to be considered by a recruiter. They include job information (announcement number, title and grade), personal information (full name, address, phone, social security number, and country of citizenship), veteran's preference or reinstatement eligibility (if applicable), education (chronological listing of high school and colleges with degree types, dates of acquisitions, major subjects, GPAs and total credits earned), and extensive work experience (with previous salaries included).

When detailing your work experience, you should keep the specific position you're applying for in mind. The Federal government is strict about ensuring that applicants' skills match the listed qualifications. So go into as much detail as possible regarding how you are qualified. This process will get you that much closer to getting hired.

Don't Forget Your KSA

The KSA is also known as Knowledge, Skills and Abilities and is a series of statements written in a narrative format that you must include with your Federal resume. It is written in first person and is meant to showcase in greater detail how you are qualified for the job you're applying for.

Jobs that require a KSA will usually list between three and five statements in the posting that you need to provide answers for. You want your answers to be as thorough as possible by disclosing your knowledge, skills or abilities that relate to each statement, as well as when, how and why you acquired them giving concrete examples. In other words, use up to a page to sell yourself for this position with each answer. Don't make your KSA a carbon copy of your resume – make it original. And don't forget to type your full name and sign it before sending it off.

Adding the Extras

As mentioned previously, acquiring a Federal job requires putting in some extra effort, which includes disclosing any information that will help showcase your ability to perform. If you have additional work experience that relates to the position, provide plenty of details (including salary info and who to contact to learn more about your work experience). Also, remember to list any software, training courses, certificates, professional memberships, or awards that might help tip the scale in your favor.

Knowing the rules of writing a Federal resume can get your foot in the door. But taking extra steps to focus specifically on the job position, and include a thorough KSA will get you one step closer to securing a great Federal job.

Our Mission

To educate persons previously holding administrative, executive, technical, managerial, professional and other positions of responsibility in the necessary skills for a successful job search, career change, or career advancement. We are also responsible for educating the public and the business community on the value of maturity, experience, knowledge and judgment in the work place.

Professionals in Transition. Thank You for Joining Us Today!

Roundtable Topics

Monday, August 11, 2008

Speaker: Doug Lewis, President
Excaliber Business Consultants
Topic: Interviewing Techniques

Monday, August 18, 2008

Speaker: Eddie Powell – The Shared Resource
Network Inc. (TV Show)
Topic: To Be Determined

Networking Events & Announcements

CareerBoard.com

Search/access jobs by clicking on the CareerBoard Button located on the 'About Us' Page of:
www.fortyplusoh.org

Every Tuesday, 7:30-9:00 p.m.

St. Joseph's League of St. Brigid of Kildare Church
7179 Avery Road, Dublin, OH
Contact: Dave Mullenix- 614-889-5433
or www.stbrigidofkildare.org

2nd and 4th Wednesdays/Each Month, 6:30-8:30 p.m.

Scioto Ridge Job Networking Group,
Cost: \$25.00/Year Membership & \$5.00/Meeting
Scioto Ridge United Methodist Church
4343 Dublin Road, Hilliard, OH
Contact: www.sciotoridgejng.com or
www.columbusjobguide.com

4th Thursdays/Each Month, 7:30-9:30 a.m.

ExecuNet, Pre-registration Cost: \$20.00
(Cost reduced if registering more than 1 person)
The Shops on Lane Avenue, Community Rm. B
Upper Arlington, OH
Contact: www.cpcocaching.com/execunet.htm

Check Websites for Scheduled Events:

Breakfast with Business First & Other Events
Columbus Business First
Contact: www.columbus.bizjournals.com

Business After Hours: Every 1-2 months,

Columbus Chamber of Commerce. Contact:
www.columbus.org Select Members/Networking
or Email: membership@columbus.org or call 225-6060

OSU & Fisher College of Business

Contact: www.osu.edu
Choose "Calendars" at bottom left, then choose "Career Services" from event list at bottom of screen.

Last Tuesday of the Month, 7:00- 9:30 p.m.

40Plus Alumni and Members Networking party,
cards & fun, www.fortyplusoh.org

40 PLUS
OF CENTRAL OHIO

1100 King Avenue
Columbus, Ohio 43212-2203
(614) 297- 0040 Phone
(614) 297- 7515 Fax
<http://www.fortyplusoh.org>

Training Schedule for Week of August 11, 2008

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
August 11 9:00 am Membership Meeting 10:30 am Guest Orientation 12:00 pm Training Team Meets 1:00 – 2:30 pm Job Search Workshop Instructor: Herb Talabere	12 9:30-12:00 am Organizing Your Job Search Instructor: Dave Williamson 12:00 pm Program Team Meets 1:30-4:30 pm Introduction to Accomplishment Statements Instructor: Dave Williamson 6:30-8:30 pm Board Meeting	13 Practice Interviews (Block III) (Bring VHS tape) Instructor: Steve Bennisson 12:00 Membership Team Meets	14 9:00-12:00 am Oral Communication Skills Instructor: TBA	15 9:30-11:30 am Job Circle, Mentoring Session Facilitator: Steve Bennisson 12:00 Administration Team Meets

Five Tips For Delivering Job-clinching Interview Performance

Edited/CareerBoard.com Nimish Thakkar in Job Seeker – Interview

Poor interviewing skills are to be blamed when an otherwise promising candidate loses a job offer. Fortunately, interviewing skills, like many life skills, can be perfected with preparation, practice, and persistence.

The first step, however, is to understand how employers make hiring decisions. Many companies use behavioral interviewing -- a technique that allows them to gauge an employee's potential on the basis of past performance -- as a key decision-making tool. Successful candidates are normally ones who can demonstrate how their past experience prepares them for the future position.

Consider the following tips:

1. Prepare. Prepare. Prepare.

During my coaching practice, I come across many candidates who just show up at interviews without any preparation whatsoever. Considering the stakes, preparation is not an option. Preparing for an interview is a multi-dimensional effort covering multiple areas -- company, candidate (you), and culture (the three C's of interview preparation).

The company: Research everything you possibly can about the company and the position. Analyze the job posting, review the company's website, know their products, read press releases, browse through newspapers and periodicals, study competitors, speak to stakeholders (clients, vendors, employees, etc.) and read whatever you can find about the organization.
 The candidate: Conduct an honest assessment and develop several stories about your past experiences and accomplishments. Prepare scripts for commonly asked interview questions and a list of convincing reasons for "why should we hire you?" type of questions.
 The culture: You must know the cultural norms of the company. From interview responses to your attire, knowledge of a company's culture can play a crucial role in the interview process.

2. Take the interrogation out of the meeting

It is a very common misperception that an interview is an interrogation session. Hiring decisions are as much about you as about them and an interview is the best time to understand the company, its cultural norms, and other details. Be prepared to ask intelligent, but relevant, questions that will transform the meeting into a collaborative discussion as opposed to an intelligence gathering effort.

3. Talk about results and experiences

Based on your preparation, you should come up with plenty of examples demonstrating how you benefited your past employers. The key is to tie these results and experiences to the question being asked.

Example: Interview question: Are you able to lead teams?

Sample interview response: I am a gifted leader who has fortunately had the opportunity to lead many cross-functional, cross-cultural teams globally. In fact, in my recent position I had to lead a team of 80 employees who were dispersed across 22 countries. Although, the distance was a challenge, I leveraged my team leadership skills to motivate these geographically-dispersed teams through weekly phone conferences and daily e-mails. My constant communication and employee-focused leadership style resulted in 100% team performance consistently. Our teams are recognized across the company. In fact, we won 14 awards last year.

4. Demonstrate interest

In addition to your skills and talents, employers would be very interested in determining your level of interest in both the company and the position. Through your responses, you must be able to convince the employer about your serious interest in the position.

5. Follow-up

Write an offer-clinching thank you note to every interviewer. The letter must be a very powerful piece and must be written to impress the hiring team. Briefly, but politely, summarize a list of reasons why you would be the ideal candidate for the position and touch upon issues discussed during the meeting. If done right, this letter (or follow-up phone call) could be your ticket to the new job.