About CareerPro Global (CPG)

CareerPro Global, in business for more than 30 years, specializes in federal resume writing, military transition resume writing, career advising, and related training. Over the years, our team has assisted more than 60K customers to all levels of federal civilian employees to include the Senior Executive Service (SES), as well as all branches and levels of the Active Duty, Reserve, National Guard, and Veteran population. Our team consists of the most highly trained and experienced Resume Writers, Trainers, and Advisors in the career management industry. Further, our sought-after team includes Veterans, published authors, HR professionals, lawyers, expert technical writers, educators, journalists, editors, and PhDs. We enjoy a sterling reputation as a prominent industry leader and a longstanding 96%+ customer satisfaction rating.

Our Mission Statement and Enduring Commitment

CPG is committed to producing tailored and valuable training, technical writing, and career advising to our customers, while providing service excellence, and remaining abreast of global employment and hiring trends. CPG has been built upon, and remains committed to the core factors of honesty, integrity, diversity, and a passion for helping others achieve their career goals. Our company has raised the bar in the career management industry by developing a Quality Management System consisting of a Quality Guided Process, Standard Operating Procedures, and the utilization of proven Best Practices.

Services, Training and Certifications:

- **SES**
  - ECQ Best Practices online tactical training
  - ECQ Mastery online training
  - ECQ workshops/webinars for small groups
  - Individual SES coaching and writing

- **FEDERAL**
  - Master Federal Career Advisor (MFCA) and “Train the Trainer”
  - Roadmap to Federal Jobs
  - Master Federal Resume Writer (MFRW)
  - Roadmap to An Effective USAJOBS Resume
  - Resume workshops and individual coaching/writing

- **MILITARY**
  - Master Veteran Career Advisor (MVCA)
  - Master Military Resume Writer (MMRW)
  - Military Transition Resume workshops/webinars
  - Individual resume and career coaching/writing

Books

*Roadmap to the Senior Executive Service, Second Edition, March 2020*
*Roadmap to Federal Jobs, September 2018*
*Roadmap to the Senior Executive Service, May 2011*
*Roadmap to Job-Winning Military to Civilian Resumes, May 2012*

Past Performance

CPG has supported jobseekers and customers from following agencies and many others: Department of Veterans Affairs; Department of Defense; Department of Education; Food and Drug Administration; Office of Management and Budget; Department of Homeland Security; Federal Aviation Administration; National Science Foundation; Departments of the Army, Air Force, and Navy; Department of Education; Office of Personnel Management; National Aeronautics and Space Administration.
COURSE OVERVIEW

Are you considering applying for a Senior Executive Service (SES) position? Then you’re probably like most people, who don’t know where to start and feel overwhelmed by this graduate-level writing assignment.

Well, in this popular first-of-a-kind online course, the most experienced writing team in the careers management industry will teach you how to write your own ECQs as effectively as possible and in compliance with Office of Personnel Management (OPM) standards. CareerPro Global has assisted more than 4K federal, military, and corporate professionals in developing SES applications. We also published the first book on developing SES Applications (Roadmap to the Senior Executive Service, 2011), along with a second edition, released in 2020.

With this kind of expert training, more than five hours of video-based instruction, our signature ECQ builders, and samples, the process becomes much more manageable, and your chances of success increase dramatically!

TRAINING OBJECTIVES

The goal of this course is to simplify a daunting writing exercise by making sure students understand the OPM standards and that they have a clear process and powerful tools for writing their own ECQs. In addition, the online format allows students to set their own pace and access the course for three months, during which time they can watch the videos over and over again and access the training from anywhere, anytime.
TRAINING

COURSE OVERVIEW
In this first-of-a-kind online course, the most experienced Master Senior Executive Writers and Coaches in the career management industry will teach you how to write your own ECQs in compliance with Office of Personnel Management (OPM) standards.

This course features all of the great training from our Senior Executive Service (SES) Executive Core Qualification (ECQ) Best Practices Course but takes things to the next level . . . after you complete your ECQs, you will email them in and receive two rounds of editorial feedback from one of our seasoned Master Senior Executive Writers and Coaches.

ECQs are the heart and soul of most SES applications and the final standard by which you will be evaluated after being selected for an SES position.

The course provides clear instruction, proven best practices, and a step-by-step process for understanding the ECQ assessment process, choosing which of your career accomplishments to showcase, and of course writing those stories as effectively as possible to meet OPM standards.

Don’t worry if this feels little overwhelming at first . . . you’re not alone! ECQs are challenging for everyone, and our clients include seasoned GS-15s from across the government, colonels and generals from all military branches, senior scientists, PhDs, college professors, attorneys, corporate executives, and numerous other professionals. However, with this kind of expert training, more than five hours of video-based instruction, our signature ECQ builders, samples, and knowledge checks, the process becomes much more manageable, and your chances of success increase dramatically!

TRAINING OBJECTIVES
The goal of this course is to simplify a daunting writing exercise by making sure students understand the OPM standards and that they have a clear process and powerful tools for writing their own ECQs. In addition, the online format allows students to set their own pace and access the course for three months, during which time they can watch the videos over and over again and access the training from anywhere, anytime. Finally, this course provides students with tactical, detailed feedback on their first draft, helping them to optimize their ECQs!
**COURSE OVERVIEW**

Some agencies want to gather 7–10 of their up-and-coming leaders to receive live webinar-based training from a seasoned Master Senior Executive Writer. That’s where we come in. CareerPro Global published the first book on SES applications (Roadmap to the Senior Executive Service, 2011), along with a second edition, released in 2020.

This webinar is designed to provide 90 minutes of instruction from a **seasoned SES writer and coach** on Executive Core Qualification (ECQ) best practices, along with 30 minutes of Q&A. In addition, each student has the option to submit their ECQs within 14 days of the webinar, and within 21 days of receipt, one of our writers will **provide detailed and tailored editorial feedback** within the document to help align their unique stories with Office of Personnel Management (OPM) standards.

**TRAINING OBJECTIVES**

To inform and empower small groups of future executives within an agency on the tactical, proven best practices for selecting ECQ stories and telling them in the most effective and impactful way possible on the page.
COURSE OVERVIEW

The Office of Personnel Management (OPM) advises that you should expect to devote 40 or more hours to developing your Executive Core Qualifications (ECQs). Most professionals do not have that kind of time to spare and don’t understand the unique standards and best practices involved in this graduate-level writing assignment. This service is designed to streamline the process and partner you with a coach and professional writer who will guide you along the way.

Everyone is different of course, but most people using this service spend approximately 80% less time on writing their ECQs than OPM estimates. Projection of coaching and editing time by a seasoned Master Senior Executive Writer and Coach is estimated between 10 and 15 hours.

This Is Truly A Partnership, And By The End Of The Process, You Will Have A Fully Developed Set Of ECQs.

1

The process will begin with a 60–90-minute phone call during which the assigned Master Senior Executive Writer and Coach will explain the best practices and how to use the ECQ builder. They will also answer your questions, help brainstorm potential ECQ stories, and teach you how to flesh out your ECQ stories through the lens of the 28 executive competencies. You will leave this call feeling motivated by the clarity, powerful tools, and support you receive!

2

You will then spend the next 14–21 days completing our signature ECQ builder with your rough draft materials. This is a highly iterative process, where you send in the ECQ stories one or two at a time, and your Master Senior Executive Writer and Coach provides specific and tailored feedback, along with follow-up questions and guidance on how to best address the various executive competencies.

3

You will then receive a draft of your ECQs and have 10 business days to use the track changes function to indicate anything you want to add, change, or remove and ask any questions you might have. You are the final reviewer and approving authority of this document.

4

Once all the rough draft materials are received, within 14 days your Master Senior Executive Writer and Coach will then revise the rough draft into a polished document that integrates all the best practices, such as addressing the competencies, using the Challenge-Context-Action-Result (CCAR) format, and providing executive-level accomplishments and results.
Most Senior Executive Service (SES) vacancies require applicants to address anywhere from one to four (sometimes more) Technical Qualifications (TQs) as part of their application package.

They are a vital tool that agencies use to determine whether applicants have the technical skills and experience needed to perform their unique mission and achieve organizational and strategic goals. Most TQs allow up to two pages of narrative responses, and our Master Senior Executive Writers and Coaches can help you effectively showcase your own TQs using the Challenge-Context-Action-Result (CCAR) format that OPM expects, and in a way that complements your SES resume.

The process will begin with a 30–60-minute phone call during which your assigned Master Senior Executive Writer and Coach will explain the best practices and how to use the TQ builder.

You will then spend the next 7–14 days completing our signature TQ builder to compile your rough draft materials. This is a highly iterative process, where you send in the TQ stories one or two at a time, and your writer provides specific and tailored feedback, along with follow-up questions and guidance.

Once all the rough draft materials are received, within 7 days, your Master Senior Executive Writer will revise the rough draft into a polished document that integrates all the best practices, such as using the CCAR format and providing executive-level accomplishments and results.
You can’t apply for a Senior Executive Service (SES) vacancy without a resume, but you CAN set yourself apart from the competition with a tailored, accomplishment-driven executive leadership resume! Our highly accomplished team has assisted many thousands of applicants in developing their resumes and can apply the best practices we’ve gained in order to assist you. The process involves partnering with a seasoned Master Senior Executive Writer and Coach, providing your career documentation for the past decade, and answering their questions about your top accomplishments and career goals.

Your writer will then demonstrate how to analyze the vacancy announcement and how to upgrade your old resume into a compelling presentation that tells your story and matches your relevant skills and experience with the language of and qualifications listed in the vacancy announcement.

At the end of this partnership, you will have a strong SES resume that you can submit with confidence!

The process will begin with a 30–60-minute phone call during which your assigned Master Senior Executive Writer and Coach will explain the best practices and the information gathering process, then answer your questions.

You will then spend the next 7–14 days providing your career documentation and filling out a tailored resume questionnaire. This is an iterative process, where your writer provides specific feedback, along with follow-up questions as needed.

Once all the rough draft materials are received, within 7 days your Master Senior Executive Writer will upgrade your old resume into a comprehensive document that integrates all the best practices, such as providing executive-level accomplishments and results.

You will then receive a draft of your new SES resume and have 10 business days to use the track changes function to indicate anything you want to add, change, or remove and ask any questions you might have. You are the final reviewer and approving authority of this document.
CareerPro Global’s senior writing team develops thousands of interview and job-winning Senior Executive Service (SES) applications each year, and Roadmap to the Senior Executive Service has been written from their insider’s perspective. The five-point process teaches readers how to find federal SES jobs, understand the hiring process, then develop and submit their own application materials—to include an SES resume, Executive Core Qualifications (ECQs), and Technical Qualifications (TQs). If you want to learn how to determine if you are qualified for an executive role in the government and then write a comprehensive, interview-winning, and Office of Personnel Management (OPM)—compliant SES application package, this book is for you.

Entry Into The SES Begins Here!

Understanding the SES

Finding SES jobs and navigating the hiring process

Developing an effective SES resume

Writing your ECQs and TQs

Submitting your application and preparing for the interview

Executive Toolbox With Sample ECqs, Resumes, And TQs, Along With Blank Templates, Builders, And Other Tools!

COURSE OVERVIEW
Numerous jobseekers out there want to apply to the federal government, and www.USAJOBS.gov has 10K or more open positions every day! But job seekers are often confused and overwhelmed by the massive amount of jobs and application requirements. They need your help, and by becoming a Master Federal Career Advisor (MFCA), you will be able to inform and empower them with resources and support. This course is based on our 30 years of experience as an industry leader and the best practices and tools we have developed after assisting over 60K customers!

With our brand-new Roadmap to Federal Jobs book and process, and an online course designed for the busy professional, it’s never been easier to become a certified career advisor than it is right now! **This course is perfect for college counselors and advisors, military readiness and transition specialists, family readiness specialists, Department of Labor employees, federal Human Resources personnel, and more.** Plus, this and all of our online courses include specific learning objectives and built-in knowledge checks to ensure that students fully understood the best practices being shared.

Featuring our Roadmap to Federal Jobs process!

TRAINING OBJECTIVES
To provide students with the knowledge and resources to help shape their clients’ understanding of the federal employment landscape in the 21st century. Additionally, students will learn how to determine client qualifications and to advise them in finding jobs and developing effective application materials. The MFCA Toolbox will add huge value and help students to be more effective advisors by providing them with powerful, relevant resources such as job-winning resume samples, templates, a KSA worksheet, practical exercises, knowledge checks and more!

FINAL PROJECT
Within 14 days of completing the course, you will be required to use the Roadmap to Federal Jobs process to analyze the resumes of two fictional clients, locate potential vacancies for them on www.USAJOBS.gov, identify key words and required documents, and explain why you feel the fictional client would be a good fit.
Okay, so you’ve earned your Master Federal Career Advisor (MFCA) certification and are advising individual job seekers on reaching their career goals. That’s wonderful, but what if you want to train groups of people on our Roadmap to Federal Jobs process in a classroom setting?

By taking this course and earning the Trainer designation (MFCA-T), you will receive the authority and additional guidance needed to utilize our PowerPoint slides, tools, books, Roadmap to Federal Jobs process, and other materials to educate groups on finding, understanding, and applying for federal jobs. The MFCA certification is a prerequisite for this add-on course.

To empower MFCAs to be effective instructors and to effectively use the provided slides, trainer tool kit, 20 copies of the Roadmap to Federal Jobs book, and other resources in a group/classroom setting.

Price: $500
Do you want to better understand the federal landscape and application process, but you’re confused and overwhelmed by the massive amount of jobs and application requirements? If so, this self-paced online course is for you! Our Roadmap to Federal Jobs process is founded on 30 years of experience as an industry leader, as well as the many best practices and tools we have developed while assisting over 60K customers!

Roadmap To Federal Jobs Outline

Introduction - Understanding the federal landscape

1. Selecting a starting point/job
2. Determining your qualifications for a specific job
3. Developing an effective federal resume
4. KSAs and occupational questionnaires
5. Applying for the job and follow up
6. Preparing for the Interview
7. Special guidance for military personnel, veterans, and spouses
8. The Senior Executive Service (SES)

TRAINING OBJECTIVES

To enhance job seekers’ understanding of the federal employment landscape in the 21st century and empower them to find and interpret vacancy announcements, determine their qualifications, and develop effective application materials. The course will also include several resume samples; templates; a Knowledge, Skills, and Abilities (KSA) worksheet; and knowledge checks to ensure students understand the material.

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Email lee.kelley@careerprocenter.net or visit the training page at www.careerproplus.com for more information
Here at CareerPro Global, we have assisted more than 60K job seekers over the past three decades, and have learned from each one as a unique case study. By doing so, we have validated time and time again the best ways to present their most relevant experience, and to write compelling accomplishment statements, all while tailoring and optimizing their resumes. This MFRW certification distills our knowledge and proven best practices into an easy to follow, convenient five-checkpoint format with intuitive knowledge checks and a final project to ensure mastery of the materials.

This course is perfect for college counselors and advisors, military readiness and transition specialists, family readiness specialists, Department of Labor employees, federal Human Resources personnel, and others.

With Built-in Knowledge Checks To Ensure That The Best Practices Are Fully Understood, This Online Course Is Ideal For The Busy Professional, And Makes It Easier Than Ever To Become A Certified MFRW!

1. Find jobs on the USAJOBS.gov website
2. Identify keywords/headlines
3. Create the framework for the USAJOBS resume
4. Write the duties and accomplishments for each position
5. Edit and Complete the USAJOBS resume

To provide MFRWs with a repeatable, step-by-step process for helping jobseekers develop and tailor their resumes, write strong accomplishments, and showcase their most relevant skills, education, and experience for hiring managers. Students will also receive an electronic copy of our Roadmap to Federal Jobs book, along with sample resumes, templates, and many other helpful resources!

Within 14 days of completing the course, you will be required to write two versions of a federal resume for a fictional client. Sample resumes, position descriptions and performance appraisals will be provided.
This online resume writing course is designed to help individual job seekers understand the best practices for effective federal resumes. Using a five-checkpoint format, you will learn how to tailor and optimize your resume toward a specific vacancy or type of federal occupation. The course also features built-in knowledge checks to give students (and their managers) peace of mind that the best practices are fully understood.

### Training Objectives

1. Finding and selecting jobs on the USAJOBS.gov website
2. Identify keywords/headlines to use in your federal resume
3. Creating the framework for your USAJOBS resume
4. Writing duties/accomplishments for each position
5. Editing and completing your USAJOBS resume

To educate and empower job seekers with a repeatable, step-by-step process for developing and tailoring their resumes, writing strong accomplishments, and showcasing their most relevant skills, education, and experience for hiring managers. Students will also receive an electronic copy of our Roadmap to Federal Jobs book, along with sample resumes, templates, and many other helpful resources!
You can’t apply for a federal job without a resume, so it’s best to outshine the competition with a tailored, accomplishment-driven presentation! Our highly accomplished team has assisted many thousands of applicants in developing their resumes and can apply the best practices we’ve gained in order to assist you.

Your writer will then demonstrate how to analyze the vacancy announcement and how to upgrade your old resume into a compelling presentation that tells your story and matches your relevant skills and experience with the language of and qualifications listed in the vacancy announcement.

At The End Of This Partnership, You Will Have A Strong Federal Resume That Rolls Out The Red Carpet For Hiring Managers And Makes It Easy For Them To Find What They’re Looking For!

The process will begin with a 30–60-minute phone call, during which your assigned Master Federal Resume Writer will explain the best practices and the information-gathering process, then answer your questions.

You will then spend the next 7–14 days providing your career documentation and filling out a tailored resume questionnaire. This is an iterative process, where your writer provides specific and tailored feedback, along with follow-up questions as needed.

Once all the rough draft materials are received, within 7 days your assigned Master Federal Resume Writer will upgrade your old resume into a comprehensive document that integrates all the best practices, such as providing strong, specific accomplishments and results.

You will then receive a draft of your new resume and have 10 business days to use the track changes function to indicate anything you want to add, change, or remove and ask any questions you might have. You are the final reviewer and approving authority of this document.
GROUP USAJOBS RESUME BEST PRACTICES COACHING
(four-hour webinar for up to 30 students)
Price: $3960

COURSE OVERVIEW
Over the past three decades, CareerPro Global’s world-class team has assisted more than 60K job seekers in developing their USAJOBS/federal resumes. Our expertise has earned our clients thousands of federal jobs, making CareerPro Global the leading authority on writing federal resumes.

TRAINING OBJECTIVES
To inform and empower groups of job seekers on the tactical, proven best practices for writing tailored, accomplishment-driven resumes that tell their unique story and highlight their most impactful skills, education, and experience.

This webinar is designed to provide 3 hours of instruction from a seasoned federal resume writer, along with 60 minutes of Q&A. In addition, each student has the option to submit their resume within 14 days of the webinar, and within 21 days of receipt, one of our Master Federal Resume Writers will provide detailed and tailored editorial feedback within the document to help improve the overall flow and effectiveness.
BOOK OVERVIEW
CareerPro Global’s senior writing team develops thousands of interview and job winning USAJobs resumes each year, and Roadmap to Federal Jobs has been written from their insider’s perspective. The eight-point process teaches readers how to find federal jobs, understand the hiring process, then develop and submit their application materials—to include resumes; Knowledge, Skills, and Abilities (KSAs); and cover letters. If you want to learn from the industry-leading team how to navigate the often complicated process of applying for and entering the federal workforce, you need this book!

Roadmap To Federal Jobs Book Outline
Introduction – Understanding The Federal Landscape

1. Selecting a starting point/job
2. Determining your qualifications for a specific job
3. Developing an effective federal resume
4. KSAs and occupational questionnaires
5. Applying for the job and follow up
6. Preparing for the Interview
7. Special guidance for military personnel, veterans, and spouses
8. The Senior Executive Service (SES)

Federal Career Toolbox with resume samples, templates, a KSA worksheet, and more!

COURSE OVERVIEW
There are over 26M veterans in our society today, and hundreds of thousands of servicemembers leave the military each year. In other words, there is a new generation of veterans in our country, and they need your help in making seamless career transitions to either the federal government or private sector.

The Master Veteran Career Advisor (MVCA) course is an assimilation of everything we’ve learned in assisting our nation’s veterans for the past 30 years and will teach you how to understand, empower, and advise our servicemembers and their spouses on the next phase of their careers. The course includes insightful guidance on understanding the veteran experience and mindset, understanding military ranks and structure of the various branches, and of course best practices for writing federal and private-sector resumes and cover letters.

Wouldn’t It Be Incredible To Help Those Who Have Sacrificed So Much For Our Country? Well, With The MVCA Certification, Students Can Do Just That!

Understanding veterans and their career options
Understanding military documentation
Military-to-private-sector transitions (includes topics such as finding jobs, writing resumes, and applying)
Military-to-federal transitions (includes topics such as finding jobs, writing resumes, and applying)
Empowering yourself and your clients

FINAL PROJECT
At the completion of the modules and knowledge checks, you will be required to complete a final project that includes assessing and advising a fictional veteran client on federal and private-sector positions for which they could apply.

TRAINING OBJECTIVES
This course is ideal for federal or corporate Human Resources specialists; TAP representatives; Department of Labor, college, or university career advisors; or anyone in a position to advise veterans and their spouses on their career goals. Students will attain specific learning objectives, which are represented in the built-in knowledge checks throughout the course, and in the final project. Resources include sample resumes and cover letters, blank templates, a vision statement worksheet, and other useful tools.
MASTER MILITARY RESUME WRITER (MMRW) CERTIFICATION

(online course)

Price: $1200

COURSE OVERVIEW
Sharing decades of experience and best practices, the Master Military Resume Writer (MMRW) certification program is designed to teach new or experienced resume writers how to interpret military documentation, “demilitarize” the content, and write engaging and tailored federal and private sector resumes for veterans. Not only will students learn best practices for writing military transition resumes, but they will complete knowledge checks and a final project to ensure they retain the information being shared.

Students Will Receive
Expert Instruction, And Job-winning Resume Samples And Templates.

1. Knowing your options and finding jobs
2. Identifying your skills and write your accomplishments
3. Writing your military-to-federal resume
4. Writing your military-to-private-sector resume
5. Submitting your application materials and preparing for the interview

FINAL PROJECT
At the completion of the modules and knowledge checks, you will be required to complete a final project that includes writing a private-sector and a federal resume for a fictional veteran.

Email lee.kelley@careerprocenter.net or visit the training page at www.careerproplus.com for more information.
Group Coaching on Writing Military Transition Resumes
(two-hour webinar for up to 30 students)
Price: $2500

COURSE OVERVIEW
Over the past three decades, CareerPro Global’s world-class team has assisted tens of thousands of veterans, from entry-level to flag-level officers, from every branch of service.

TRAINING OBJECTIVES
This webinar is designed to inform and empower groups of veteran/military job seekers on the tactical, proven best practices for writing tailored, accomplishment-driven resumes that tell their unique story and highlight their most impactful and transferable skills, education, and experience.

This webinar provides one hour of instruction from a seasoned federal resume writer, along with an hour of Q&A. In addition, each student has the option to submit their resume within 14 days of the webinar, and within 21 days of receipt, one of our writers will provide detailed and tailored editorial feedback within the document to help improve the overall flow and effectiveness.
This book is founded on three decades of experience assisting tens of thousands of veterans at all ranks and from all branches of the military. The book’s authors also developed the Master Veteran Career Advisor (MVCA) and Master Military Resume Writer (MMRW) certifications. Readers will learn how to write military-to-federal, military-to-defense-contractor, and military-to-corporate resumes that are proven to earn job interviews. There is also a Veteran’s Toolbox that contains tons of useful information and resources, including resume samples and easy-to-use templates.

Armed With All Of This Information, The 21st-century Veteran Will Be Able To Transition Fast, Strategically, And With Confidence.

Knowing your options and finding jobs

Identifying your skills and writing your accomplishments

Writing your military-to-federal resume

Writing your military-to-private-sector resume

Submitting your application materials and preparing for the interview

Resources include sample resumes and cover letters, blank templates, a vision statement worksheet, and many other useful tools.

Order your copies now! https://www.careerproplus.com/books/military-to-civilian-resume-book/