CareerPro Global® TRAINING

COURSE OVERVIEW

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!
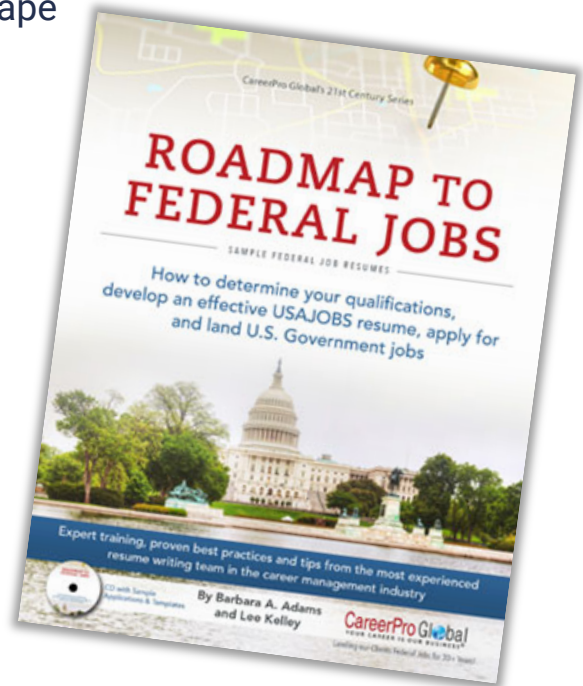
Roadmap To Federal Jobs Outline

Introduction - Understanding the federal landscape

Check Point 1 Selecting a starting point/job

Check Point 2 Determining your qualifications for a specific job

Check Point 3 Developing an effective federal resume

Check Point 4 KSAs and occupational questionnaires

Check Point 5 Applying for the job and follow up

Check Point 6 Preparing for the Interview

Check Point 7 Special guidance for military personnel, veterans, and spouses

Check Point 8 The Senior Executive Service (SES)

CareerPro Global's 21st Century Series

ROADMAP TO FEDERAL JOBS

SAMPLE FEDERAL JOB RESUMES

How to determine your qualifications, develop an effective USAJOBS resume, apply for and land U.S. Government jobs

Expert training, proven best practices and tips from the most experienced resume writing team in the career management industry

By Barbara A. Adams and Lee Kelley

CareerPro Global

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.