



2021 TEN STEPS TO A FEDERAL JOB® CERTIFICATION TRAINING PROGRAM

Since 2002 - more than 3,000 career professionals trained in federal career development

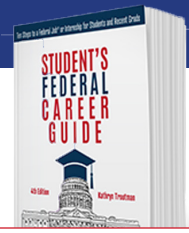
What's new for 2021?! All virtual webinar instruction!



Certified Federal Job Search Trainer® / Certified Federal Career Coach®
Schedule, Agenda, Rates, and Courses

NEW! ALL NEW MILITARY SPOUSE FEDERAL
EMPLOYMENT CURRICULUM FOR 2021

The Stars are Lined Up for Military Spouses, 2nd Ed., New Book, PPT,
Curriculum and Federal Hiring Program Licensed with this program!



All New **Student's
Federal Career
Guide 4th Ed.** - Ten
Steps to a Student
Internship or Career
in Government

BROUGHT TO YOU BY
RESUME PLACE
BUILDING CAREERS IN THE US GOVERNMENT

Ten Steps Certification Program, Copyright, 2020, Kathryn Troutman



Ten Steps to a Federal Job® Certification Training Programs



Established in 2002 by Kathryn Troutman, Author, Speaker, and President, The Resume Place, Inc., www.resume-place.com

Ten Steps to a Federal Job Certification Program mission: to deliver cutting-edge training programs that prepare you to coach clients, advise jobseekers, and instruct classes on the best practices in navigating the federal jobs application process.

The US Government is the largest employer in the United States – with over 2 million employees! As Employment Counselors, Transition Counselors, Career Counselors, you owe it to your clients to know how to write a correct federal resume, understand the USAJOBS announcements for keywords and specialized experience, Veteran’s Preference, Military Spouse Preference, Schedule A for People with Disabilities, and Pathways for new student hiring programs! Learn all of this and more in our 8-part 90 minute live webinars!

Get Certified for 3 years to teach 4 career curriculum for your jobseekers.

1. Ten Steps to a Federal Job®
2. The Stars are Lined Up for Military Spouses®
3. Ten Steps to a Pathways Internship for Students and Recent Grads®
4. Creating Your First Resume®

New curriculum for 2021!



NEW AND GOING GREAT! All new Military Spouse Federal Career Curriculum and book - and Federal hiring program! PPP-S is gone, and the USAJOBS Application-based system is here to stay. Learn now to coach your military spouses to apply for federal careers as they accompany their spouse through their military career!

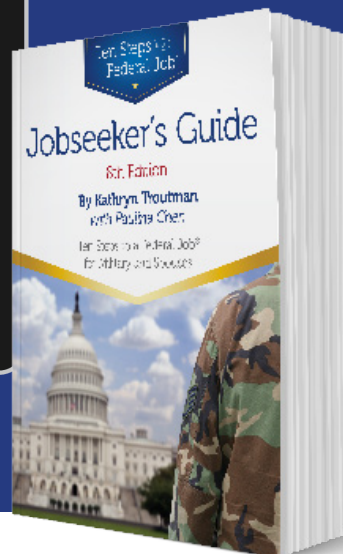
Our certification programs are specially designed for: military transition center counselors, employment readiness staff, university career counselors, state veteran’s representatives and One-Stop counselors, and individuals seeking to independently offer coaching, training, or resume writing services in the federal jobs context.

Programs can be completed via our 8-week LIVE webinar series.



Baltimore, MD USA
www.resume-place.com
tensteps@resume-place.com
(410) 744-4324, Ext. 2, Training & Books

Certified Federal Job Search Trainer® & Certified Federal Career Coach® (CFJST)



PowerPoint training
curriculum now includes video!

Based on the Jobseeker's
Guide 8th Edition

The leading federal training, coaching and writing certifications in the Career Certifications Industry. Get licensed to teach *Ten Steps to a Federal Job*®, *The Stars are Lined Up for Military Spouses*®, and *Ten Steps to a Federal Job*® for Pathways Programs for three years!

Our licensed curriculum: *Ten Steps to a Federal Job*®, *The Stars are Lined Up for Military Spouses*® on USAJOBS, *Ten Steps to a Pathways Internship*, and *Creating Your First Resume*, encompass a broad range of crucially important topics for federal jobseekers. The curriculum and training covers: how to coach federal jobseekers on USAJOBS search; analyzing announcements for understanding the Specialized Experience Required and finding the keywords; and understanding special hiring authorities such as Veterans Preference, VEOA, VRA, Schedule A, Military Spouse Hiring Authority.

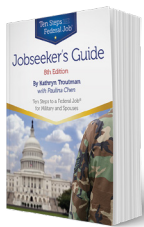
Our highly-recognized and popular curriculum continues to hit on new topics in federal employment with innovative updates for 2021, and a fresh edition (the 8th) of the Jobseeker's Guide.

The revamped 8th edition, *Ten Steps* curriculum provides more easy-to-understand information on Veterans Preference programs along with the new features that help you demystify federal resumes and USAJOBS.

Ten Steps to a Federal Job® is taught at more than 200 military bases worldwide, across military services. Once Certified, trainers can teach the curriculum in 90 minutes, 3 hours, 7 hours or two days. WE provide long and short PowerPoints to match your training classes!

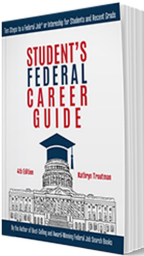
What's New for 2021?! All webinar instruction.

- Stars are Lined Up for Military Spouses® – New Important Curriculum!
- Student Ten Steps to a Federal Job - NEW - Critical for New Grads!
- New – Two sessions with LIVE HR Day Curriculum – Hiring Authorities!
- USAJOBS Updates for 2021!



TEN STEPS TO A FEDERAL JOB®

Acclaimed method of step-by-step method to navigate USAJOBS, find the right announcement; find the keywords and competencies; add the keywords into the Outline Format Federal resume; write accomplishments; apply correctly; track and follow-up with your applications; prepare for the interview; and negotiate your salary! All in one curriculum! Friendly and efficient method of teaching a highly complex job application system.



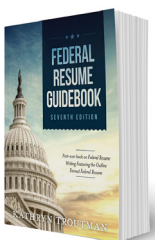
NEW STUDENT FEDERAL CAREER GUIDE, 4TH EDITION (2019 COPYRIGHT)

For new graduates, the EDUCATION section should be listed BEFORE the Work History section. More information should be added to the Education section, including course titles, papers, projects and technical skills.



THE STARS ARE LINED UP FOR MILITARY SPOUSES, 2ND EDITION (2018 COPYRIGHT)

Many positive changes and updates for military spouses and Federal jobs. More clear listings on USAJOBS, more jobs posted for military spouses, more agencies required to advertise jobs for military spouses. Better rules with EO 13473.



FEDERAL RESUME GUIDEBOOK, 7TH EDITION (2020 COPYRIGHT)

For Federal Resume Coaching lessons, this book contains 17 new federal resumes samples to inspire your jobseekers to write a correct, targeted and competitive federal resume. Use this book for coaching the best federal resume.

HR DAY – TWO SESSIONS

The HR Day content is more important than ever with the highly competitive positions that are posted. Coach your clients to maximize the use of their hiring authorities: Veterans Preference, Military Spouse Preference, Schedule A Hiring, 30% or more Disabled, Post-Secondary Direct Hire Authority for Recent Graduates and Current Students.

REGISTER HERE:

<https://resume-place.com/TenStepsRegistration>

Ten Steps to a Federal Job® training curriculum now includes engaging and important key point one-minute videos!



WRITING EXERCISES

Your Skills & Experi

APPLY 120 DAYS IN ADVANCE!

Which Federal Positions Are Best for Me?

NEW!

NOW WITH A ONE-MINUTE VIDEO FOR EACH STEP!

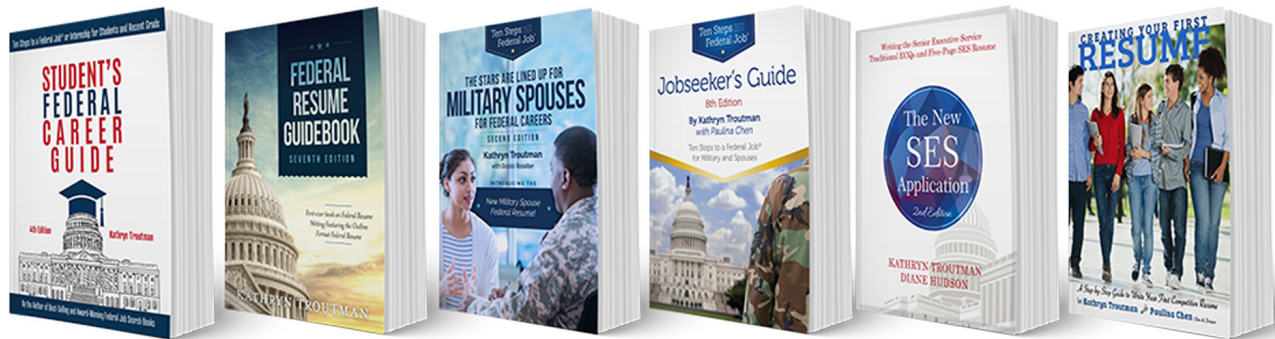
Introduction: includes two important class activities – Writing Accomplishments and How Many Hats do you Wear at Work

What Are the Ten Steps to a Federal Job?



- STEP 1: Review the Federal Job Process
- STEP 2: Network – Who Do You Know?
- STEP 3: Research Vacancy Announcements on USAJOBS
- STEP 4: Analyze Vacancy Announcements for Keywords
- STEP 5: Analyze Your Core Competencies
- STEP 6: Write Your Outline Format and Paper Federal Resumes
- STEP 7: KSAs, Accomplishments, and Questionnaires
- STEP 8: Apply for Jobs with USAJOBS
- STEP 9: Track and Follow Up on Your Applications
- STEP 10: Interview for a Federal Job

BOOK COLLECTION - PRINT OR EBOOKS



BOOK COLLECTION FOR COACHING

1. Jobseeker's Guide, 8th Ed.
2. Stars are Lined Up for Military Spouses, 2nd Ed.
3. Student's Federal Career Guide, 4th Ed.
4. Creating Your First Resume
5. Federal Resume Guidebook, 7th Ed.
6. Writing the New SES Application, 2nd Ed.

Value of:
\$388.00!
Included in
registration!

BONUS BOOKS PACKAGES (20 TOTAL) – YOU CAN DECIDE

Bonus Books Package 1: 20 Jobseeker's Guides

Bonus Books Package 2: 10 Jobseeker's Guides and 10 Stars are Lined Up for Military Spouses

Bonus Books Package 3: 5 copies each: Jobseeker's Guides; Stars are Lined Up for Military Spouses; Federal Resume Guidebook; and Student's Federal Career Guide.

YOU pick which bonus
book package you
want!

REGISTER HERE:
<https://resume-place.com/TenStepsRegistration>

FACTS OF THE ALL VIRTUAL TRAINING PROGRAM

Prerequisite for the Course – USAJOBS Builder Resume

To help you prepare for your certification training, we will ask you to set up or update your USAJOBS account with your resume. You will use your own USAJOBS account and resume for instruction of others.

CERTIFICATION PROGRAM FEES

Send your entire staff! SAVE money on group training!

New Certification

Government-Funded & Military-Funded

Individual registration: \$2,935 + \$20 book shipping = \$2,955 – less 10% = **\$2,659**

2 attendees from the same office: \$2,735 + \$20 book shipping = \$2,755 – less 10% = **\$2,479**

3+ attendees from the same office: \$2,535 + \$20 book shipping = \$2,555 – less 10% = **\$2,299**

Non-Profit, University, Private Practice, and Self-Pay

Individual registration: \$2,665 + \$20 book shipping = \$2,685 – less 10% = **\$2,416**

2 attendees from the same office: \$2,465 + \$20 book shipping = \$2,485 – less 10% = **\$2,236**

3+ attendees from the same office: \$2,265 + \$20 book shipping = \$2,285 – less 10% = **\$2,056**

Recertification

(After three years, you must recertify to renew your License to teach Ten Steps to a Federal Job)

Individual Recertification: \$1,940 + \$20 book shipping = \$1,960 – less 10% = **\$1,764**

2 attendees from the same office: \$1,840 + \$20 book shipping = \$1,860 – less 10% = **\$1,674**

3+ attendees from the same office: \$1,740 + \$20 book shipping = \$1,760 – less 10% = **\$1,584**

Hosted Virtual Live Webinars: Military, University, Agencies

Attendees: \$15,960 (7 attendees)

Additional attendees: \$1,915

- Hosted Program is on the GSA schedule
- Contact us for custom quotes
- Hosted Programs: Military, University, Agencies



**CEUS,
CERTIFICATION &
LICENSURES**

The Global Career Development Facilitator (GCDF) certification is a highly recognized credential providing a comprehensive foundation and set of skills for assisting jobseekers. Our three day program is pre-approved to fulfill 24 continuing education hours for the Center of Credentialing and Education's Global Career Development Facilitator (GCDF) certification.

REGISTER HERE:

<https://resume-place.com/TenStepsRegistration>

2021 LIVE 8-WEEK, 90 MIN WEBINAR SCHEDULE

Join us for eight weekly live 90-minute webinars for your initial certification or for recertification. All live webinars are also recorded in case you miss a class. Read the Webinar Agenda here.

- Ten Steps to a Federal Job® Live Webinars – 6 weeks
- HR Day Live Webinars – 2 weeks

We offer three sessions each week to allow accommodations for your schedule no matter where you are in the world.

Ten Steps to a Federal Job® Live Webinar - 6 Weeks

SESSION 1: MAR 9, 10, 11 – APR 13, 14, 15, 2021 (8 WEBINARS EACH)

Session 1B: Wednesdays, 12:00 noon to 1:30 pm ET starting 3/10/21

Session 1C: Thursdays, 9:00 am – 10:30 am ET starting 3/11/21

SESSION 2: MAY 4, 5, 6 – JUNE 8, 9, 10, 2021 (8 WEBINARS EACH)

Session 2A: Tuesdays, 7:00 pm to 8:30 pm ET starting 5/4/21

Session 2B: Wednesdays, 12:00 noon to 1:30 pm ET starting 5/5/21

Session 2C: Thursdays, 9:00 am to 10:30 am ET starting 5/6/21

SESSION 3: JUNE 22, 23, 24 – JULY 27, 28, 29, 2021 (8 WEBINARS EACH)

Session 3A: Tuesdays, 7:00 pm to 8:30 pm ET starting 6/22/21

Session 3B: Wednesdays, 12:00 noon to 1:30 pm ET starting 6/23/21

Session 3C: Thursdays, 9:00 am to 10:30 am ET starting 6/24/21

SESSION 4: AUG 3, 4, 5 – SEPT 7, 8, 9, 2021 (8 WEBINARS EACH)

Session 4A: Tuesdays, 7:00 pm to 8:30 pm ET starting 8/3/21

Session 4B: Wednesdays, 12:00 noon to 1:30 pm ET starting 8/4/21

Session 4C: Thursdays, 9:00 am to 10:30 am ET starting 8/5/21

SESSION 5: SEPT 13, 14 – OCT 25, 26, 2021 (SKIP OCT 11, 12 FOR HOLIDAY) (8 WEBINARS EACH)

Session 5: Sept 13, 14 – Oct 25, 26, 2021 (Skip Oct 11, 12 for holiday) (8 webinars each)

Session 5A: Mondays, 7:00 pm to 8:30 pm ET starting 9/13/21

Session 5B: Tuesdays, 12:00 noon to 1:30 pm ET starting 9/14/21

HR Day Live Webinars - 2 90-min Sessions

CHOOSE YOUR DATE:

April 1 or 2, 2021

June 3 or 4, 2021

Aug 5 or 6, 2021

Oct. 7 or 8, 2021

May 6 or 7, 2021

July 8 or 9, 2021

Sept. 9 or 10, 2021

CHOOSE ONE SESSION:

Session 1: Thursday 7:00 pm to 10:30 pm Eastern time (Pacific Region 6 am to 9:30 am)

Session 2: Friday, 8:30 am to 12 noon ET

Session 3: Friday, 1:00 pm to 5:00 pm ET (with a ½ hour break)

Live webinars are with Adobe Connect System. Works great with government computers!

NEW!
SEPARATE DATES
FOR CHARLES
CLARK

USAJOBS®

Federal Jobs are among some of the best in the US!

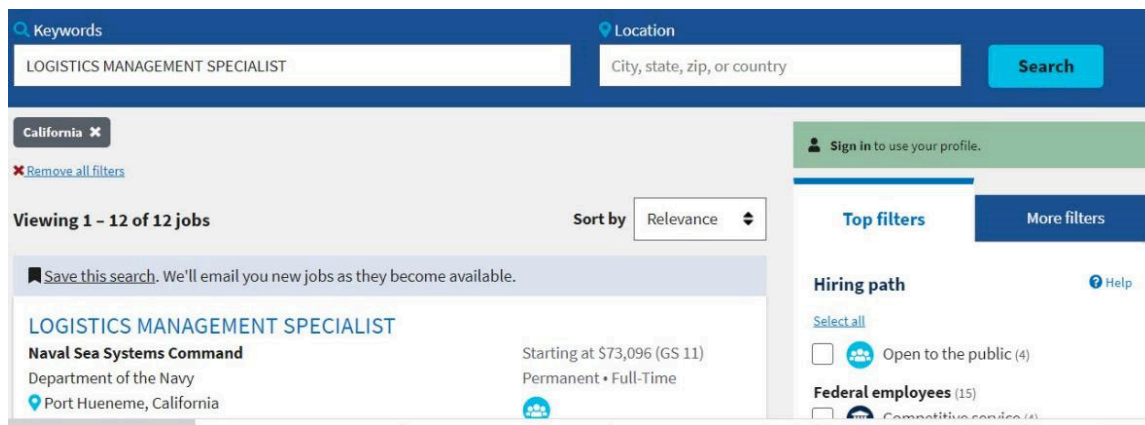
The US Government is the largest employer in the United States – with over 2 million employees! The US government is the most desired employer for separating or retired military – and military spouses.

Government jobs are great for new graduates to begin their career – especially this year.

The government offers stability, career advancement, great benefits and competitive salaries.

BUT the government job application process is highly complex and most people will succeed if they have a coach or trainer assisting them with their federal resume and explaining the USAJOBS application process.

Learn how to coach your clients to understand USAJOBS!



GET LICENSED TO TEACH THE MOST POPULAR
FEDERAL RESUME WRITING AND FEDERAL JOB
SEARCH CURRICULUM IN AMERICA – FROM 2002!



REGISTER HERE:
<https://resume-place.com/TenStepsRegistration>

Coach your clients to write the outline format!



USE THE OUTLINE FORMAT

USAJOBS resumes are read by Human Resources Specialists – not by an Automated System.

SECRETARY (OA) GS-07 Step 03
Department of the Interior
National Park Service, Albuquerque, NM
Supervisor: Andre Perera, Acting Superintendent, Phone: 505-899-0205, may contact

12/2011 – 1/2014
Salary: \$38,790/year
40 hours/week

ADVISORY SERVICE TO THE PARK SUPERVISORS: Based on extensive knowledge of day to day operations of the Petroglyph National Monument and principles of sound management, provided input to the Superintendent, the Park Supervisors, and other Park employees on potential improvements to the Park programs and operations. Independently implemented solutions when approved.

Paragraphs,
not bullets

BUDGET AND FINANCIAL MANAGEMENT: Submitted requisitions for the Park and worked closely with Admin Tech to ensure when the charge is posted. Processed bills of collection and payment of invoices.

ADMINISTRATIVE SERVICES: Working directly with the Superintendent and management team, performed office support and principal administrative support to the Superintendent. Received and screened telephone calls and visitors, determined nature of calls and referred to correct person or department. Maintained Superintendent's calendar, and scheduled appointments and meetings. Planned large meetings and conferences including reserving meeting rooms, notifying participants, attending the meetings, and preparing reports. Prepared travel arrangements and reservations for Superintendents as well as for the entire Park staff. Processed travel authorizations and vouchers.

ALL CAPS
headlines for each
paragraph using
KEYWORDS from
the announcement

HUMAN RESOURCES MANAGEMENT: Completed all personnel actions for Park staff. Performed position management and classification of all positions. For all Park employees, completed human resources paperwork regarding payroll, timekeeping and attendance, unemployment, individual awards, disciplinary actions, and check in and check out. Worked to ensure that employee's benefits are processed correctly. Worked closely with the Park's personnel contact to determine disciplinary actions and implement actions needed. Inform all staff of employee or labor changes. Updated all information boards for all buildings regarding personnel issues, policies, HR information, and important dates.

Add your
accomplishments
at the end of each
job block

Key Accomplishments:

- Implemented a well-received new visitor point of contact station in the headquarter office to provide valuable information to and relieve the frustration of lost visitors.
- Received Exceptional Performance Evaluation, Sep. 2013. "In all critical elements Ms. Rector has performed in an outstanding and professional manner."
- Updated the centralized filing system for the entire Park.
- Development centralized SharePoint site for recording and viewing monthly Park inspection information.

The Outline Format was developed by Kathryn Troutman in the first edition of the Federal Resume Guidebook in 1999 and is the preferred format by Human Resources Specialists for readability!

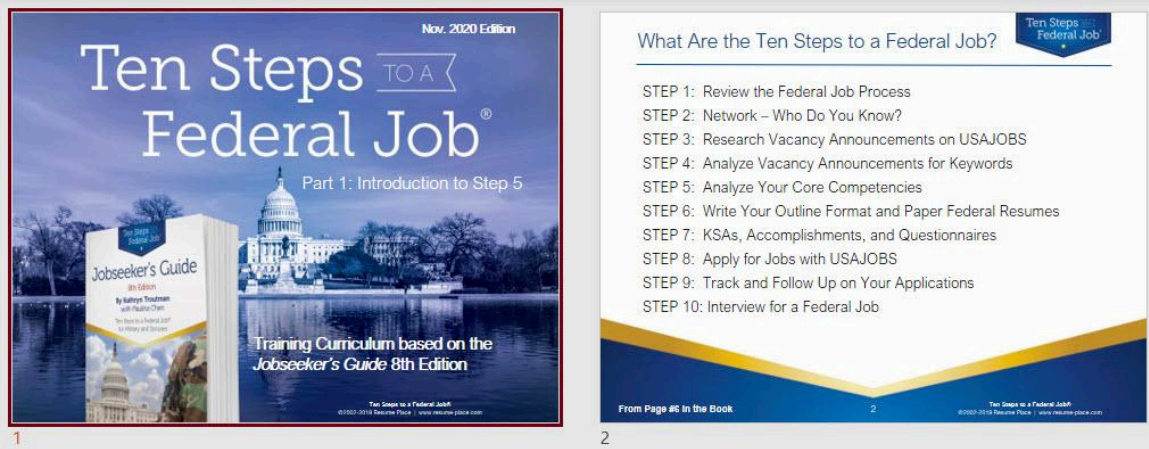
You will be licensed to teach four popular career curriculum!

Note: you cannot email copies of the Slide Decks to your class attendees. You CAN send the student's handout to each class attendee – a separate PDF! okay to email!



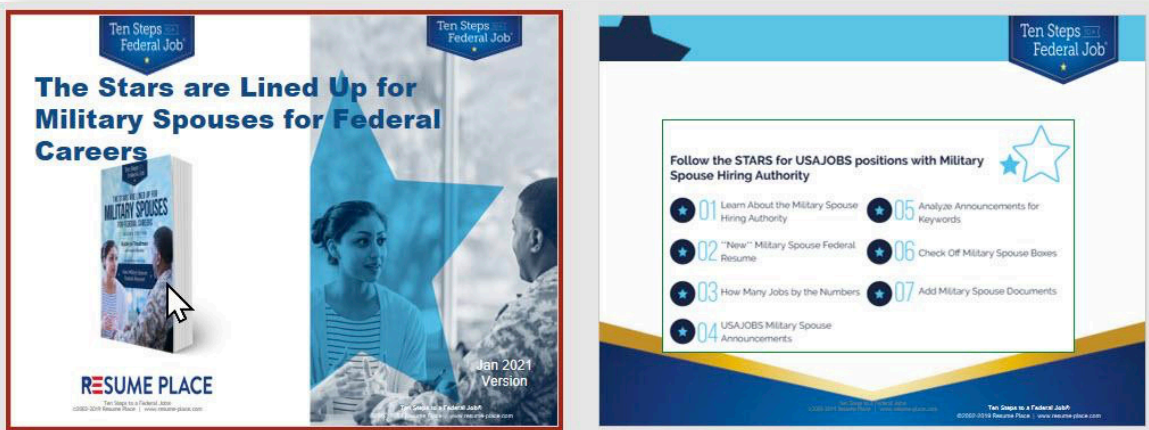
TEN STEPS TO A FEDERAL JOB®

3 versions: Long 200 slides; Short 78 slides; Very Short: 40 slides



THE STARS ARE LINED UP FOR MILITARY SPOUSES

75 slides – 1.5 hours



3

TEN STEPS TO A FEDERAL JOB OR PATHWAYS INTERNSHIP FOR RECENT GRADUATES AND STUDENTS

75 SLIDES – 1.5 HOURS

Ten Steps to a Pathways Job or Internship

Students, Recent Graduates, Veterans:

Learn how to write a competitive Federal Resume for Pathways Internship or USAJOBS Federal Career

BASED ON

RESUME PLACE

Ten Steps to a Federal Job® © 2020 The Resume Place, Inc. www.resume-place.com

- STEP 01 Accomplishments
- STEP 02 Federal Student Hiring 101
- STEP 03 Search for Jobs
- STEP 04 Vacancy Announcements and Keywords
- STEP 05 Basic Federal Resume
- STEP 06 Best Federal Resume Format
- STEP 07 Apply on USAJOBS
- STEP 08 Interview
- STEP 09 Negotiate Your Job Offer
- STEP 10 Become a Permanent Federal Employee

Ten Steps to a Federal Job®
For Students and Recent Grads

Ten Steps to a Federal Job®

- STEP 01 Accomplishments
- STEP 02 Federal Student Hiring 101
- STEP 03 Search for Jobs
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RESUME PLACE

Ten Steps to a Federal Job® © 2020 The Resume Place, Inc. www.resume-place.com

4

CREATING YOUR FIRST RESUME

45 SLIDES – 1 HOUR

A Step-by-Step Guide to Write Your First Competitive Resume

CREATING YOUR FIRST RESUME

by **Kathryn Troutman** with **Paulina Chen** Editor & Designer

The Resume Place, Inc. | www.resume-place.com
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Let's get started!

LEVEL ONE: Draft Your Basic Resume

LEVEL TWO: The Big Three

LEVEL THREE: Pick Your Format

LEVEL FOUR: Make Your Resume Straight Fire

LEVEL FIVE: Write a Legit Cover Letter

LEVEL SIX: Apply for Jobs Like a Pro

LEVEL SEVEN: Interview on Point

LEVEL EIGHT: Follow Up: Keep it 100

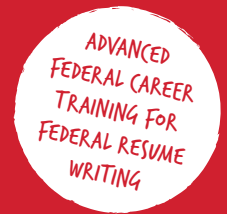
Book page 3

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REGISTER HERE:
<https://resume-place.com/TenStepsRegistration>



TEN STEPS CERTIFIED FEDERAL RESUME WRITER® (CFRW)



Designed for CFJST / CFCC Trainers who need to write federal resumes for certain jobseekers!

Our expert Resume Place Certified Federal Resume Writers will train YOU to interview, write, and provide developmental editing for your clients, GS 5 through GS 13.

ADVANCED FEDERAL JOB SEARCH TRAINING FOR FEDERAL RESUME WRITERS

The program offers a deep-dive into federal resume writing, covering the nuts-and-bolts of formatting, Plain Language Writing, accomplishment development, and adding keywords. These expert videos will give you a step-by-step vantage point into what it takes to draft the most competitive federal resumes. We use a hybrid approach that couples self-directed learning via video instruction with individualized one-on-one instruction, so that you have an opportunity to learn and receive feedback directly from the best in the business. If you're interested in writing or editing federal resumes for clients, this course is for you!

KEY FEATURES:

Four Federal Resume Cases – Coaching and Writing with a Ten Steps to a Federal Job Certified Federal Resume Writer PLUS Two Training Videos on Federal Resume Writing

By Kathryn Troutman and John Gagnon, Ph.D.

STEP 1

Four one-hour videos that address Federal Resume Writing Strategies by recognized resume writing experts. Each video will cover one essential element of the resume writing process. The video approach allows you to learn based on your schedule and to re-visit areas of interest. After completion of the self-directed learning portion, you'll complete an assessment to ensure knowledge retention.

2 Hours

STEP 2

Following completion of the videos, you'll be assigned a Certified Federal Resume Writer who will guide you, on a one-on-one basis, as you develop 4 federal resume cases. You'll receive individualized, hands-on support and feedback for each case across client coaching, announcement analysis, formatting and design, and developmental writing and editing. Your trainer will devote up to 4 hours of individualized support to help you with each case.

24 Hours

Upon completion of the program, you'll possess a comprehensive understanding of each of the essential elements of writing a federal resume, have direct experience in drafting resumes from start-to-finish, and be able to proudly say that you've learned how to write federal resumes from the best in the business.

Prerequisite: To participate in the CFRW Program, you must demonstrate knowledge of the Ten Steps to a Federal Job Program by having completed the CFJST/CFCC certification program within the last 3 years and maintain current certification at the time of enrollment.

Fee: \$2,935 Per Individual

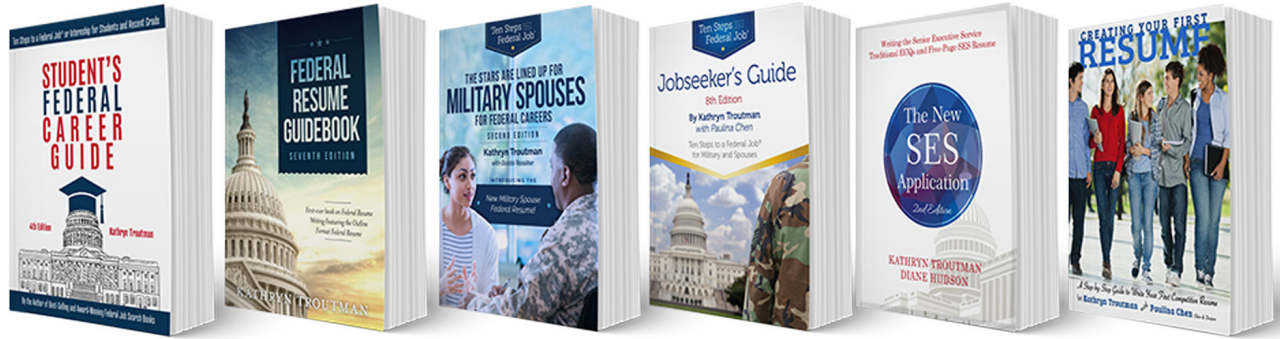


Misawa AFB, Japan, Sept. 2019 CFJST /
CFCC class with Kathryn Troutman

TESTIMONIALS

WHAT CLIENTS HAD TO SAY FROM OUR FROM NOV-DEC 2020 CLASSES

- This was great training. learned so much and have already utilized it in my personal email.
- Great course! A must attend for someone working Transition Assistance Program for the military.
- Thank you Kathryn for always being available and sharing your wisdom with us. You, Nicole and Wendi are always there to assist.
- I have already recommended the training to five of my colleagues. You guys are great.
- Kathryn has a great spirit & is very encouraging.
- Very Helpful, always engaging, lots of great information, homework, examples, worksheets, etc. I thoroughly enjoyed my experience.
- Adobe Connect froze a few times on my end and one session missed over 30 min trying to log in. However, having the recorded session emailed helped tremendously. Thank you.
- Always enjoy learning the new scoop in federal employment - thank you for your time. It is great seeing new resources on the trainer website - thank you for growing your knowledge and passing it on to the rest of us!
- Awesome!
- Course was great, Kathryn and John were very thorough. More stories please! :)
- There is so much great information, it's hard to know where to start.
- I feel prepared to coach and teach federal job search now. Can't wait to get started.



**CERTIFIED FEDERAL
JOB SEARCH TRAINER
FEDERAL CAREER COACH**

BROUGHT TO YOU BY

RESUME PLACE

BUILDING CAREERS IN THE US GOVERNMENT

**Resume Place, Leader in Federal Career Training,
Certification, Publication and Coaching / Writing Services**

PO Box 21275, Baltimore, MD 21228
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tensteps@resume-place.com
(410) 744-4324, Ext. 2, Training & Books