



PARTNERSHIP FOR PUBLIC SERVICE
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Mastering the Federal Application Process

KSA Writing and Federal Resumes

Location

Date

Agenda

★ Part 1: Application Overview

- Application requirements
- Forms
- Vocabulary you should know
- Federal Resumes

★ Part 2: Application questionnaires and essays

- Assessment Questionnaires
- Essays and KSAs
- Submitting a complete application
- Summary



Application requirements

1. Create your federal resume
2. Complete the steps posed online
3. Submit the complete application package by the stated deadline
4. Follow up with the appropriate agency contact to inquire about progress in hiring for the position



What do they want me to do to apply?

- ★ Read the job announcement carefully
- ★ Note all the steps needed to send in a complete application
- ★ Tailor your resume and application using key words



USAjobs.gov Search

USAJOBS
"WORKING FOR AMERICA"

USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.



Search Jobs

My USAJOBS

Info Center

Veterans

Forms

Employer Services

NEW TO USAJOBS? » [Your career in the U.S. Government starts here!](#)
Explore the **76,677** Federal jobs in the USAJOBS database.

SEARCH JOBS

What: (Job title, keywords)

Where: (City, State OR Zip Code)

SEARCH ▶

CREATE RESUME

Create and store a resume for applying to Federal jobs. It's fast, and makes it easier for an employer to find you!

CREATE ▶

What did you do at your job today?

Discover an exciting job that [makes an impact!](#)

FEATURED JOB

Deputy Director, RHRC

Focusing on recruiting and retaining the best and brightest at the Rockville Human Resources Center.



FEATURED EMPLOYER

US Forest Service - Working for the Great Outdoors

The Forest Service mission is captured by the phrase Caring for the Land and Serving People.



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Search by various fields

USAJOBS® USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.
"WORKING FOR AMERICA"

Search Jobs | My USAJOBS | Info Center | Veterans | Forms | Employer Services

Basic Search | Agency Search | Series Search | Advanced Search | Senior Executive

Keyword Search ?

(e.g.: Job Title, Agency Name, Vacancy Announcement #, Control #) [More Tips](#)

Location Search ?

For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.

- IL-Central Illinois
- IL-Champaign-Urbana
- IL-Chicago Metro area
- IL-Cook county
- IL-Danville

Job Category Search ?

For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.

- Quality Assurance and Grading
- Safety, Health, Physical and Resource Protection
- Social Science, Psychology, and Welfare
- Supply
- Trades and Labor

Salary Range ?

from | to |

Pay Grade (GS) ?

OR from | to |

SEARCH BY:

- Keyword
- Location
- Job Category
- Salary Range
- Pay Grade

GS-5/7 = 4 years of college

GS-9 = grad school

GS-11 = PhD



Anatomy of a vacancy announcement

8/14/2007	<p><u>Supervisory Geographer, GS-0150-12, CENSUS-D-LC</u> Duty Location: Oak Brook, IL Organization: Chicago Regional Office Promotion Potential: GS-12 Relocation expenses will not be paid. This is a bargaining unit position. Applications under this vac ...[more]</p> <p>Vacancy Ann.#: CHICAGO RO-2007-0034 Who May Apply: Public Pay Plan: GS-0150-12/12 Appointment Term: Term Job Status: Full-Time</p>	Commerce, Bureau of the Census	US-IL- Chicago Metro Area, IL	68,569.00+
9/30/2007	<p><u>ECONOMIST</u> The BLS is an independent national statistical agency that collects, processes, analyzes, and disseminates essential statistical data to the American public, the U.S. ...[more]</p> <p>Vacancy Ann.#: WA139762 Who May Apply: Public Pay Plan: GS-0110-05/07 Appointment Term: Permanent Job Status: Full-Time Opening Date: 6/4/2007 Salary: From 30,386.00 to 48,933.00 USD per year</p>	Labor, Bureau of Labor Statistics	US-IL- Chicago Metro area, IL	30,386.00+
	<p>Opening Date: 8/3/2007 Salary: From 81,540.00 to 106,005.00 USD per year</p>			
9/30/2007	<p><u>ECONOMIST</u> The BLS is an independent national statistical agency that collects, processes, analyzes, and disseminates essential</p>	Labor, Bureau of Labor Statistics	US-IL- Chicago Metro area,	30,386.00+



Anatomy of a vacancy announcement



Join The Team
U.S. Department of Labor
Working for the 21st Century

Department: **Department Of Labor**
Agency: **Bureau of Labor Statistics**
Job Announcement Number:
WA139762

Overview

Duties

Qualifications & Evaluations

Benefits & Other Info

How to Apply

[← Back to Search Results](#)

ECONOMIST

SALARY RANGE: 30,386.00 - 48,933.00 USD per year

SERIES & GRADE: GS-0110-05/07

PROMOTION POTENTIAL: 12

WHO MAY BE CONSIDERED:

U.S. Citizens

JOB SUMMARY:

The Bureau of Labor Statistics (BLS) is the principal fact-finding agency for the Federal

OPEN PERIOD: Monday, June 04, 2007 to Sunday, September 30, 2007

POSITION INFORMATION: Full Time Career/Career Conditional

DUTY LOCATIONS: multiple duty locations - [click here for more info](#)



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Duties

Overview

Duties

Qualifications & Evaluations

Benefits & Other Info

How to Apply

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Environmental Protection Specialist

Additional Duty Location Info: 1 vacancy - ARLINGTON, VA

MAJOR DUTIES:

Assists higher graded specialist in supporting studies and projects to provide an evaluation of environmental issues.

Attends conferences, hearings and meetings with other federal agencies, state and local authorities, private industry, and public groups in connection with the development and coordination of Superfund federal facility activities.

Assists the director and deputy director in preparation of presentations to OMB and testimony before Congress relating to Superfund.

Assists in preparing a response to information requests from external groups and other agencies on EPA Superfund federal facilities programs in written form.

Works with director, deputy director and staff in planning, evaluating and executing interagency agreements and grants.

Works with director, deputy director and staff in planning, evaluating and executing interagency

EPA Superfund federal facilities programs in written form.

Assists in preparing a response to information requests from external groups and other agencies on

participates in the development of environmental

DUTIES

Lists major duties and responsibilities of the position, adding more detail to the brief overview



Qualifications

Overview Duties **Qualifications & Evaluations** Benefits & Other Info How to Apply

[Back to Search Results](#)

ECOLOGIST (DEU-BF)

QUALIFICATIONS REQUIRED:
Candidates must meet the requirements specified in the Office of Personnel Management Qualification Standards. ALL APPLICANTS MUST MEET THE BASIC EDUCATIONAL REQUIREMENTS AS SPECIFIED BELOW:

Applicants must have a degree in biology, or a related field of science underlying ecological research that included at least 30 semester hours in basic and applied biological sciences. These hours must have included at least 9 semester hours in ecology, and 12 semester hours in physical and mathematical sciences.

IN ADDITION TO MEETING THE above Basic Educational Requirements, candidates must have specialized experience and/or directly related education specified below:

For the GS-07, Applicants must:

Meet the requirements for superior academic achievement. (Superior academic Achievement is based on (1) class standing: you must be in the upper third of your graduating class in college, university, or major subdivision; (2) grade-point average: you must have a grade point average of (a) 3.0 or higher out of a possible 4.0 as recorded on your official transcript; or as computed based on four (4) years of education, or as computed based on courses completed during the final two (2) years of your curriculum; or (b) 3.5 or higher out of a possible 4.0 based on the average of required courses completed in your major field or required courses in your major field completed during the final 2 years of your curriculum. [Grade point average can be rounded to one decimal place. For example, 2.95 will round to 3.0 and 2.94 will round to 2.9]; and (3) election to membership in a national scholastic honor society.) OR

Have completed at least 18 semester hours toward a graduate degree (master's or Ph.D.) in biology or in a related field of science. OR

Possess one (1) year of specialized experience equivalent to at least the lower level in the Federal service.

For the GS-9 grade level, Candidates must have:

Have two (2) years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree in biology, or a related field of science underlying ecological research that included at least 30 semester hours in basic and applied biological sciences; OR

Qualifications:

- ★ Academic Major
- ★ GPA general and in major
- ★ School accreditation
- ★ Credit hours of coursework
- ★ Experience
- ★ Professional Certifications (ex CPA)



Evaluations

HOW YOU WILL BE EVALUATED:

Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to task questions submitted on-line via SMART for this vacancy. These responses must be substantiated by the resume submitted. Applicants who do not submit a resume in SMART or respond to the questions associated with the requirements of the job may be rated ineligible.


In order to receive credit for your experience, you must provide the starting and ending dates of your employment (month/year) and the average number of hours worked per week. If you have any qualifying experience performed on less than a full-time basis, you must specify the percentage and length of time spent in performance of such duties; and credit will be given for appropriate unpaid experience or volunteer work. To receive credit, you must show the actual time such as number of hours a week spent in such activities.

[← Back to Search Results](#)


 **APPLY ONLINE**

 **PRINT PREVIEW**

 **EMAIL A FRIEND**

 **Send Mail**

Send Mail to:
Department Of The Interior
1951 Constitution Avenue, NW
Room 338 South Building
Washington, DC 20240
US
Fax: 2022082983

 **Questions?**

For questions about this job:
BRENDA GARRETT-FREEMAN
Phone: 202 208-2771
Fax: 2022082983
Email: bgarrett@osmre.gov

EVALUATION

Identifies skills and experience needed for the role and explains how applications will be assessed

QUESTIONS?

Write down or print out the contact



How to apply

Overview | Duties | Qualifications & Evaluations | Benefits & Other Info | How to Apply

[← Back to Search Results](#)

Environmental Protection Specialist

HOW TO APPLY:

To apply for this position, you must provide a complete Application Package, which includes the following parts:

1. Your responses to the Assessment Questionnaire, and
2. Your résumé and any other documents specified in the Required Documents section of this announcement.

Use *Application Manager* for convenience and quickest processing. Track your progress in *Complete Application Package* using the *My Application Packages* checklist and status display in *Application Manager*. Your Application Package status must be *Complete* by **Friday, March 12, 2008**.

Option A: Application Manager

To begin, choose one of these options:

If your résumé is going to come **from the USAJOBS Resume Builder**, you begin the process by clicking the **Apply Online** button near the bottom of this page. Your résumé will be attached to the Application Package you complete and Submit immediately *after* you click the Apply Online button for this job announcement, not to any Application Packages you may already have submitted.

If your résumé is going to be one you prepared **outside of USAJOBS Résumé Builder**, click the **Apply Online** button to begin the process: [Online Questionnaire](#).

To return to **Application Manager** at any time, use whichever one of the links below you use as described above, or simply go to <https://ApplicationManager.org>.

Option B: Paper Qualifications Questionnaire

If it is not possible for you to use *Application Manager*, you can write your answers on paper. Follow these steps:

1. Follow these steps:

If it is not possible for you to use *Application Manager*, you can write your answers on paper.

Option B: Paper Qualifications Questionnaire

as described above or simply go to <https://ApplicationManager.org> to return to *Application Manager* at any time, use whichever one of the links below you use as described above, or simply go to <https://ApplicationManager.org>.

REQUIRED DOCUMENTS:

For this job announcement, the following documents are required (if applicable):

- **Current Resume**
- **Transcripts**
- **Veterans Preference documentation**

To submit the documents requested follow the instructions below: Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications. Your document(s) can be submitted electronically using the document upload process, or by fax. Please ensure that your resume contains your full name, address, phone and at least your last four digits of your social security number.

Note: Please ensure that your resume contains the basic information outlined under the Applying for a Federal Job link: <http://www.opm.gov/forms/pdfimage/of0510.pdf>

AGENCY CONTACT INFO:

WASHINGTON SERVICES BRANCH
Phone: (202)606-2575
Email: washington@opm.gov

Or write:

Washington Services Branch
Please do not send mail to this address
Please call with questions for applying
Washington, DC 20415

WHAT TO EXPECT NEXT:

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. After a review of your completed application is made you will be notified of your rating and/or referral to the hiring official. If further evaluation or interviews are required you will be contacted.

[← Back to Search Results](#)

 **APPLY ONLINE**

 **PRINT PREVIEW**

 **EMAIL A FRIEND**



Send Mail

Send Mail to:
Washington Services Branch
Please do not send mail to this address
Please call with questions for applying
Washington, DC 20415



Questions?

For questions about this job:
WASHINGTON SERVICES BRANCH
Phone: (202)606-2575
Email: washington@opm.gov

Paper versus online applications

Option A: Online Qualifications Questionnaire.

Tips for using the Online Qualifications Questionnaire:

- You must click **both Finish and Submit** when you are done. Your Online Qualifications Questionnaire is not processed – and your résumé is not attached – until you click the *Submit* button, even if USAJOBS gave it sent your resume.

- You click the *Finish* button on the Online Qualifications Questionnaire.
- You must click the *Submit* button on the Online Qualifications Questionnaire.
- To make sure your application is complete, you should:
 1. Go to the *My Account* page.
 2. Click on the *Check My Application* link.
 3. Verify that your application is complete.
- You click the *Submit* button on the Online Qualifications Questionnaire.
- If you have any questions, contact the *USAJOBS* Helpdesk.

Option B: Paper Qualifications Questionnaire.

If it is not practical for you to use the Online Qualifications Questionnaire, you can write your answers on paper. Follow these steps:

1. You can print a copy of this job announcement so that you can read the questions offline.
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You can obtain the form at this URL [HTTP://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf) or by calling *USAJOBS by Phone* at (703) 724-1850 – after the introduction, press 1, and listen for instructions.
3. You may submit the Form 1203-FX, resume, and any supporting documents either by fax.
 - **By Fax:** If you are faxing a Form 1203-FX, you do not need a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing. If you are faxing any documents without the Form 1203-FX on top, always use the official cover sheet which is here -- <http://staffing.opm.gov/pdf/usascover.pdf> -- and be sure to fill it out completely and clearly. **The fax number is 1-877-875-4877. Please note: this fax number must be used to submit all application materials. Materials faxed to other numbers will not be considered.** Feed all documents into your fax machine top first so that we receive them right-side up.

Electronic resumes must be submitted by midnight Eastern Time on the closing date.



Completing and Finding Forms

Most applications will want you to fill out a form or two; you can find them on usajobs.gov/forms or opm.gov/forms.

Once you fill it out, save it and reuse it for other positions

The image shows a composite of two web pages. The top page is the USAJOBS website, which is the official job site for the United States Federal Government. It features a navigation bar with links for Search Jobs, My USAJOBS, Info Center, Veterans, Forms, and Employer Services. Below the navigation bar, there is a section titled "LINKS TO THE OPM ELECTRONIC FORMS WEB PAGE" with links for OPM Forms, Optional Forms, and Standard Forms. Under "STANDARD FORMS", it lists "SF15 - Application for 10-point Veterans Preference" with a PDF Format link. Under "OPM FORMS", it lists "1203-FX -- Qualification" with a note that you must use this form. Under "OPTIONAL FORMS", it lists "OF-306 -- Declaration" and "OF-612 -- Optional A" with PDF Format links. Under "AGENCY FORMS", it lists "Astronaut Applicant S". The bottom page is the OPM website, titled "U.S. OFFICE OF PERSONNEL MANAGEMENT". It features a navigation bar with links for Main, SF, OF, OPM, RI, INV, and FE. Below the navigation bar, there is a section titled "Browse This Site To Locate The Following Types Of Forms:" with a list of form types: Standard Forms (SF), Optional Forms (OF), Office of Personnel Management (OPM), Retirement & Insurance (RI), Investigations (INV), and Federal Employees (FE) Group Life Insurance. Below this list, there is a section titled "Links To Browse Other Federal Agency Form Sites:" with a list of agency form sites: Department of Defense Forms Program, General Services Administration, Standard and Optional Forms Management Program, Internal Revenue Service Forms, and Thrift Savings Plan Forms.

USAJOBS® USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.
"WORKING FOR AMERICA"

Search Jobs My USAJOBS Info Center Veterans Forms Employer Services

The forms below may be listed in the vacancy announcement as required for a specific job. They are NOT necessary for all job vacancies. For Agency specific forms not listed below, please contact the requesting agency.

LINKS TO THE OPM ELECTRONIC FORMS WEB PAGE

[OPM Forms](#)
[Optional Forms](#)
[Standard Forms](#)

STANDARD FORMS

SF15 - Application for 10-point Veterans Preference
[PDF Format](#) (image)

OPM FORMS

1203-FX -- Qualification
you must use this form

OPTIONAL FORMS

OF-306 -- Declaration
[PDF Format](#) (PDF/F)
This form is fillable online

OF-612 -- Optional A
[PDF Format](#) (PDF/F)
This form is fillable online

AGENCY FORMS

Astronaut Applicant S

OPM.gov Home | Subject Index | Important Links | Contact Us | Help

U.S. OFFICE OF PERSONNEL MANAGEMENT
Ensuring the Federal Government has an effective civilian workforce

Advanced Search

Electronic Forms

Main SF OF OPM RI INV FE

Browse This Site To Locate The Following Types Of Forms:

- Standard Forms (SF)
- Optional Forms (OF)
- Office of Personnel Management (OPM)
- Retirement & Insurance (RI)
- Investigations (INV)
- Federal Employees (FE) Group Life Insurance

Links To Browse Other Federal Agency Form Sites:

- Department of Defense Forms Program
- General Services Administration, Standard and Optional Forms Management Program
- Internal Revenue Service Forms
- Thrift Savings Plan Forms

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Standard Form- 85

Form approved:
OMB No. 3206-0005
NIN 7540-00-934-4035
55-111

Standard Form 85 (EG)
Revised September 1995
U.S. Office of Personnel Management
5 CFR Parts 731 and 735

QUESTIONNAIRE FOR NON-SENSITIVE POSITIONS

Codes _____ Case Number _____

CPM USE ONLY

Agency Use Only (Complete items A through K using instructions provided by USOPM)

A Type of Investigation		B Extra Coverage		C Nature of Action Code		D Date of Action	
E Geographic Location		F Position Title		G SON		H SOI	
I OPAC/ALC Number		J Accounting Data and/or Agency Case Number		K Requesting Official		Telephone Number	

Persons completing this form should begin with the questions below.

1 FULL NAME - If you have only initials in your name, use them and state (IO).
 * If you have no middle name, enter "NONE".
 * If you are a "Dr.", "M.D.", "Ph.D.", etc., enter this in the box after your middle name.

2 DATE OF BIRTH - Month Day Year

3 PLACE OF BIRTH - Use the two letter code for the state, city, county, state, country (if not in the United States).

4 SOCIAL SECURITY

5 OTHER NAMES USED - Give other names, you used and the period of time you used them (for example: your maiden name, names of a former marriage, former names), address, or nickname(s). If the other name is your maiden name, put "M" in front of it.

#1 Name	To	From	Name	To	From
#2 Name	To	From	#3 Name	To	From
#4 Name	To	From	#5 Name	To	From

6 SEX (Mark one box)
 Female Male

7 CITIZENSHIP
 I am a U.S. citizen or national by birth in the U.S. or U.S. territory/possession. (Answer items b, c and d)
 I am a U.S. citizen, but I was NOT born in the U.S. (Answer items b, c and d)
 I am not a U.S. citizen. (Answer items a and d)

8 UNITED STATES CITIZENSHIP - If you are a U.S. citizen, but were not born in the U.S., provide information about one or more of the following proofs of your citizenship:

a Naturalization Certificate (Where were you naturalized?)	City	State	Certificate Number	Month/Day/Year issued
b Citizenship Certificate (Where was the certificate issued?)	City	State	Certificate Number	Month/Day/Year issued
c State Department Form 240 - Report of Birth Abroad of a Citizen of the United States	Month/Day/Year	Expiration		

9 U.S. PASSPORT - Give the date the form was procured and give an explanation if needed.
 U.S. Passport _____ Passport Number _____ Month/Day/Year issued _____
 This may be either a current or previous U.S. Passport.

10 DUAL CITIZENSHIP - If you are (or were) a dual citizen of the United States and another country, provide the name of that country in the space to the right.

11 ALIEN - If you are an alien, provide the following information:
 Place You Entered the United States: _____ State _____ Date You Entered U.S.: _____ Alien Registration Number _____ Country(ies) of Citizenship _____
 Month _____ Day _____ Year _____

Page 1

Exclusive to USPS, USPS, OPB, OPM, OPM, and SPMA approved by GSA September, 1995.
 Designed using Freedom Plus, Vantage/PC, Sep 95

SF-85 is the general form you can start filling out now. You can download it off the “forms” section of USAjobs.gov or perform an Internet search for it.



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Useful terms

- ★ **Superior Qualifications Appointment-** Placement of a person in a hard-to-recruit-for position at a pay rate above the minimum based on the applicant's unique or unusually high qualifications
- ★ **Specialized Experience-** Experience that equipped the applicant with the particular abilities to perform successfully the duties of the position.
- ★ **Vacancy Announcement-** Job opening(s), this could represent one or multiple hires



Info Center



[Search Jobs](#)

[My USAJOBS](#)

[Info Center](#)

[Veterans](#)

[Forms](#)

[Employer Services](#)

Information Center

The one-stop area that puts all the info up front for you!



HIRING PROCESS

How Jobs Get Filled

Learn about the ins and outs of how the Federal government maintains its world-class workforce.
[Read more »](#)

Resume, KSA, & Interviewing Tips

- ▶ Building your resume on USAJOBS
- ▶ Resume and Knowledge, Skills & Abilities Tips
- ▶ Interviewing Tips

List of Federal Terms

WHAT ARE PEOPLE ASKING?



Top Questions & Issues

- ▶ How can I get my forgotten username and/or password?
 - ▶ What is my series and/or grade?
 - ▶ Where do I take the Civil Service exam?
- [Read more »](#)

Tip of The Week

Looking for an attorney position in the Federal government? While some agencies list their open attorney positions on USAJOBS, many agencies hire attorneys directly into excepted service positions (positions excepted from the requirements of the competitive service by law). In addition to searching USAJOBS, you should also contact Federal agencies directly. For a complete list of Federal agencies, [click here](#).

Your Suggestions

Is there something you'd like to see here? Can't find the answer? [Send our support team an email today!](#)

CAREER EXPLORATION



▶ Career Interest Center

Discover and match your interests, explore the job descriptions, and match your skills.
[Learn more »](#)



▶ Special Opportunities

- » Disabled Persons
- » Students
- » Veteran

[Learn more »](#)

FEDERAL HIRING TRENDS



FEDERAL HIRING TRENDS



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For more federal terms visit the Information Center at usajobs.gov.

The Federal Resume

- ★ Your federal resume can be different from your private sector resume in a few ways:
 - Typically 2-3 pages
 - Qualifications used to confirm eligibility by HR rather than just get an interview
 - Requires additional information



Building a federal resume online



USAJOBS® "WORKING FOR AMERICA" USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.

NEW **NEW**

[Search Jobs](#) [My USAJOBS](#) [Info Center](#) [Veterans](#) [Forms](#) [Employer Services](#)





Become a My USAJOBS member

Take control of your job search and career today!

[Create your account now!](#)

With your USAJOBS membership, you can:

- **Post your resume online**
Let recruiters contact you or keep your resume private.
- **Apply to Federal government jobs**
Find jobs you want and get your resume in the right hands.
- **Receive automated job alerts**
Create Job Agents for updates on the latest listings.

Existing Users Log In Here:

Username:

Password:

[Log Me In!](#)

[Did you forget your Username and/or Password?](#)



Building a federal resume online

Candidate Information [?](#)

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches. [Learn more.](#)

* **Name Your Resume** [What is this?](#)

* **First Name**

Middle Name

* **Last Name**

* **Social Security Number** [Edit Social Security Number](#)

* **Home Address**

Home Address 2

* **City/Town**

* **State/Province**

* **Postal/ZIP Code**

* **Country**

* **Email**

* **Day Phone**

--- Select ---

--- Select ---

* **Are you a U.S. Citizen?** Yes No

* **Do you claim veterans' preference?** Yes No [Does this apply to me?](#)

Selective Service

Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25.

Sections:

- ★ Candidate information
- ★ Work experience
- ★ Education
- ★ References
- ★ Affiliations
- ★ Desired locations



Sample federal resume

Abraham Lincoln

1111 President Drive/ Washington, DC 20005
Evening Phone: 202 200 2222/ Email: alincoln@pastpresidents.com

Country of citizenship: United States of America
Veterans' Preferences: No
Highest Grade: GS-02-7, 06/2003-08/2003
Contact Current Employer/Yes

AVAILABILITY Job Type: Permanent
Temporary Promotion
Federal Career Intern

Work Schedule: Full Time

DESIRED LOCATIONS US-DC-Washington/Metro

US-VA-Northern

WORK EXPERIENCE Virginia Cooperative Extension Fairfax, VA US 9/2006 - 4/2007
Salary: 20 USD Per Hour
Hours perweek: 40

Program Coordinator

- Oversee three mentoring programs in limited resource communities
- Recruit, train, and manage 25 adult mentors and 30 youth
- Develop marketing and training materials for use in FMP programs and other county mentoring initiatives
- Write and manage program
- Communicate in Spanish

Supervisor: Yes, Supervisor's Name: Clyde Jackson, Supervisor's Phone: 703-324-5368

Program Coordinator

- Oversee three mentoring programs in limited resource communities
- Recruit, train and manage 25 adult mentors and 30 youth

State Dept in Wash. DC)

Department of State (Educational and Cultural Affairs) Washington, DC US 9/2002 - 8/2003
Grade Level: 02
Hours perweek: 20

Intern then Public Affairs Assistant, GS

- Wrote articles in Bureau newsletter & press releases
- Drafted memoranda for the Undersecretary of State
- Supervised contractors on communications project
- Contacted and pitched media for program publicity
- Assembled financial and budget information for use in ECA material (Contact Supervisor: Yes, Supervisor's Name: Nina Bishop, Supervisor's Phone: 202-203-7024)

EDUCATION Catholic University of America, Columbus School of Law
Washington, DC US

0 Semester Hours
Major: Law

University of Virginia
Charlottesville, VA US
Bachelor's Degree - 5/2006
121 Semester Hours
Major: Foreign Affairs, Italian Language (double major)
GPA: 3.50 out of 4.0

LANGUAGES

Italian
Spoken: Advanced
Written: Advanced
Read: Advanced

Spanish
Spoken: Advanced
Written: Advanced
Read: Advanced

AFFILIATIONS

National Italian American Foundation Member

REFERENCES

George Washington GWU Professor, Italian Language and Literature
Phone Number: 202-777-3333
Email Address: gwashington@pastpresidents.org
Reference Type: Personal

ADDITIONAL INFORMATION

Skills:
-Strong written and oral communication skills
-Strong analytical abilities and problem solving capabilities
-Grant writing experience (awarded "Dream Catchers" Program Grant by Community and Recreation Services, Fairfax County Government, Dec. 2006)
-Regional expertise in Balkan, Post-Soviet, and Western European political issues (including extensive regional travel and language capabilities)
-Proficient in Microsoft Office programs

Leadership and Service Roles:

Kaleidoscope Center for Cultural Fluency at UVA: Social Diversity Program, Director Sep. '04-May '05
-Developed forums for dialogue between diverse student groups
-Built partnerships between student groups through cultural programming

Società Italiana (Italian Society) at UVA, President Sep. '04-May '05
-Recruited executive committee members, planned meetings, managed a membership base of 40+ students
-Organized club involvement in national Italian-American collegiate workshops and events
-Created community events with local Italian businesses and restaurants

Other Roles at the University of Virginia:
Council of the College of Arts & Sciences:
Italian Department Representative Sep. '04-May '05
International Residence College: Academic Affairs, Committee Chair Sep. '03-May '04
Jefferson Literary and Debating Society: Elected Member Jan. '05-May '06
European Society: Culture Chair Jan. '04-Jan. '05

St. Anthony's Catholic Church, Falls Church, VA: Substitute Instructor, ESL Present



Applicant eligibility

Applicant Eligibility ?

Are you a:

- Permanent Federal employee in a competitive position, excepted service position covered by an interchange agreement or eligible for reinstatement?
- Veteran eligible for veterans' preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- Person with non-competitive appointment eligibility?

No Yes

When submitting an application, agencies request eligibility information including:

- Past or current federal employment
- Veteran qualifications
(<http://www.opm.gov/veterans/html/vetsInfo.asp>)
- Disability status
- Non-competitive appointment

Peace Corps and AmeriCorps*VISTA volunteers have 1 year of non-competitive eligibility

<http://www.peacecorps.gov/index.cfm?shell=learn.whyvol.profben#adv>

http://www.americorps.gov/for_individuals/alumni/opportunities.asp



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Agenda

★ Part 1: Application Overview

- Application requirements
- Forms
- Vocabulary you should know
- Federal Resumes

★ Part 2: Application questionnaires and essays

- Assessment Questionnaires
- Essays and KSAs
- Submitting a complete application
- Summary



Application questionnaires and essays

Applicants will be assessed for federal opportunities using one of the following methods:

**Application
Questionnaire**

Essays
(sometimes called KSAs)



Sample assessment questionnaire

Serve as a primary point of contact for a specific subject matter.

- A. I have not had education, training or experience in performing this task.
- B. I have had education or training in performing the task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of my job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in this task because of my expertise.

C I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures. Question

D I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.



Application essays or KSAs

Agencies commonly require essays as part of the application to address characteristics they seek.

- Used to determine the best qualified candidates
- Vary depending on the job, but examples include: skill in written and oral communications; demonstrated technical ability; knowledge of specific subject matter areas
- Write in complete sentences in first person (using 'I') using concrete examples
- Vary in length. Usually 2-3 example paragraphs. Use online application box word limits if possible.



What is KSA?

KSA is an acronym for “Knowledge, Skills and Abilities”

HOW YOU WILL BE EVALUATED:

What Knowledge, Skills and Abilities are Required for this Position?

The following Knowledge, Skills and Abilities (KSA's) are required for this position:

GS-07:

- Ability to communicate orally.
- Ability to communicate in writing.
- Ability to work with data on a computer.
- Ability to organize the work flow of clerical and administrative support functions.

To preview questions please [click here](#).

Specifically address each KSA in your application, providing examples of how your past experience prepares you for this role



KSA essay response approach: CCAR

★ **Context**

Describe the specific problem you had to address. What did you have to solve, resolve, respond to, handle, etc.?

★ **Challenges**

Describe the factors that contributed to a particular challenge such as budget cuts, new legislation, institutional reform, new goals from upper management, etc.

★ **Action**

Describe the steps you took to solve the problem. Stay away from the ordinary — be extraordinary in your response!

★ **Result**

Describe the outcomes of your actions — use %, #s, grades. What was the difference you made — highlight THE BEST.



Sample KSA or essay response

Ability to
communicate in
writing.



KSA response example

Context- As the Newsletter Editor in my living-learning community, I was responsible for writing articles and editing all submissions published in our monthly newsletter.

Challenges- Our community wanted to use the newsletter as a means for reaching out to alumni of the program with the goal of increasing their involvement in the community. Before I started as Editor, we had never had a submission from an alum.

Action- I decided to focus the first newsletter of the year entirely on accomplishments of our alumni, with a message throughout encouraging alumni to submit articles and pictures.

Result - Over the course of the academic year when I was Newsletter Editor, we received an average of 5 alumni submissions per newsletter. Additionally, alumni and program participants rated the quality of the newsletter higher than any other year.



Tips for KSA essays

- ★ Address key words/phrases mentioned in the position description
- ★ Tie your experiences to each KSA with an illustrative example
- ★ Focus on outcomes to which you directly contributed
- ★ Use plain language, without acronyms
- ★ Review your answers (with outside help) to ensure they are succinct, easy to read, and grammatically correct
- ★ Save your essays to reuse on other applications



Downloadable guide to KSA writing

MAKINGTHEDIFFERENCE.ORG

A Guide to KSA Writing

So you found your dream job. Now you need to write KSA essays or complete a worksheet by your ability to convincingly respond to each KSA factor. This worksheet will help you learn how to write your KSA essays.

Step 1: Practice Studying

Directions: Look at a random job posting and identify the "skills" or "qualifications" of an ideal job. Highlight the buzzwords in the job posting. Then, circle the KSA factor that best describes each buzzword.

Major Duties

The incumbent in this position manages the day-to-day operations of the operating funds, special grant status of the various accounts and potential problems. Identifies training needs; identifies knowledge of both the Joint T have been applied in the budget reports, as requested. Division's activities in terms of responsibilities. Evaluates, issues that span the overall m staff training; and existing me regulations and directives, ob develop facts and identify nee possible solutions or alternati procedures and workflow to m for the Director and other Div documents and by conferring information relevant to the su these items to be sure they ar

A Guide to KSA Writing

the issues you handled, etc.
1. Ability to analyze, evaluate, rese
2. Ability to communicate in writing
3. Ability to communicate orally.
4. Skill in utilizing a computerized
SELECTIVE PLACEMENT FACTOR:
In addition, this position has a Se
FACTOR to be considered for this
• Candidates must have d
pandemic influenza prep

Step 2: Take Credit for A

Directions: Brainstorm all the of your experiences that you ca experience.

Class Papers, Exams,
Presentations, Projects

A Guide to KSA Writing

Step 3: Use the CCAR Method

- **CONTEXT**
Describe the specific probl handle, etc.)
- **CHALLENGES**
Describe the factors that co institutional reform, new g
- **ACTION**
Describe the steps you too
- **RESULT**
Outcomes of your actions- time and money.

Sample Paragraph of a KSA

Directions: Label each sentence of

Ability to work with data on a comput
As a summer intern with PPS, Inc. I acte company was experiencing data commu outages. In order to correct these prob gained from the classes enabled me to

Use CCAR to Write a KSA

Directions: KSAs include several ex complete KSA. Answer each KSA ½ Write one of your KSA factors from CCAR to explain your accomplishment

A Guide to KSA Writing (KSA = KNOWLEDGE, SKILLS AND ABILITIES)

Step 4: Tips for Writing KSAs

- ☑ Pay attention to keywords in the job announcement. Highlight keywords or phrases describing the position. Then use those buzz words in your response.
- ☑ Connect your experiences with 2-3 CCAR paragraphs for each KSA by selecting items that best illustrate the KSA.
- ☑ Write in the first person.
- ☑ Be concise. Each KSA should be a half a page to a page in length. Make sure the reader can quickly scan for your accomplishments. Do they jump off the page? Sell yourself from the start.
- ☑ Check that you have addressed the KSA (Did you follow CCAR?)
- ☑ Proofread your answers. Make sure they are succinct and easy to read. Use plain language and don't use acronyms.
- ☑ Use another set of eyes. Your reader should make sure that you have included all of your relevant experiences, that your responses flow well, and that the answers don't contain any typos or grammatical errors.
- ☑ Put each individual KSA on a separate piece of paper.

Practice Writing a KSA

Directions: On a separate piece of paper, use the tips above to write out one KSA using what you wrote in Step 3 using CCAR.

FIND AND APPLY FOR FEDERAL JOBS AND INTERNSHIPS ONLINE

MakingtheDifference.org provides valuable information and resources about job and internship opportunities in the federal government. On the site you'll find more information about federal agencies, an overview of the benefits of federal service, a directory of federal internships, "hot jobs" and "cool internships," tips for finding and applying for federal jobs, and much more. Plus, you'll see how federal employees are making the difference every day.

USAJOBS.gov Jobs is a great place to begin your job search. It is administered by the U.S. Office of Personnel Management, the federal government's human resources agency, and has a regularly updated list of federal job openings. You can also build your resume and learn about the federal jobs that best match your interests.



The Partnership for Public Service is a nonpartisan, nonprofit organization that works to revitalize the federal government by inspiring a new generation to serve and by transforming the way government works.
ourpublicservice.org

Download at
makingthedifference.org/federal-jobs/ksawriting.shtml

accredited educational institu
How You Will Be Evaluated

You will be evaluated to deter application shows that you po When describing your knowle these skills, the complexity of

It's not just making a liv

It's not just making a living,

Paragraph 3 (optional)

It's not just making a living, it's

It's not just making a living, it's making the difference

Ability to
communicate orally.



Summary: tips for applying

- ★ **Plan ahead**

Allow plenty of time to thoroughly complete your application

- ★ **Select carefully**

Always consider using a tailored application for each vacancy you apply

- ★ **Prepare for a wait**

Don't assume you have been rejected if you do not hear back within weeks of submitting your application

- ★ **Follow-up with an agency**

Contact the identified representative to learn the status of an application or find out more about a job



What happens next

- ★ After the closing date for applications, the agency evaluates candidate qualifications
- ★ From this assessment, the agency produces a list of qualified candidates
- ★ From the list of qualified applicants, agencies select candidates for interviews
- ★ At this point, agencies are like other organizations
 - They conduct interviews and select the best candidate(s) for the job
 - Some jobs require security clearance



Summary

- ★ Federal agencies hire the best and brightest, and getting a federal job is competitive
- ★ Increase your chances of being hired by following a few clear steps:
 1. Research potential opportunities
 2. Consider various employment avenues
 3. Search on job Web sites and specific agencies
 4. Follow the application directions carefully
- ★ Sell yourself!





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makingthedifference.org