

Federal Resume Writing Workshop

This Certifies that

Jane Smith

Naval Research Laboratory

Washington, D.C.

March 5, 2012

Has completed the Federal Resume Writing Workshop, a 3.5 hour program on:

- Accomplishment Freewriting;
- Vacancy announcement analysis – keyword search lessons;
- Announcement analysis in terms of understanding the position;
- Federal resume writing for USAJOBS.gov and for human resources specialists; and
- Review of documents to be uploaded in USAJOBS 3.0

Instructor: Kathryn Troutman, President, The Resume Place, Inc. and Federal Career Training Institute



The
Resume Place



FEDERAL CAREER
Training Institute