



# GENERAL SERVICES ADMINISTRATION Federal Supply Service Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system.

The Internet address for GSA Advantage!™ is <http://www.gsaadvantage.com/>

**FSC 874 – Mission Oriented Business Integrated Services (MOBIS)**

**Contract #: GS-02F-0023S**

**Contract Period: November 17, 2010 through November 17, 2015**



The  
Resume Place

89 Mellor Avenue | Baltimore, MD 21228

P: (410) 744 4324 | F: (703) 410 744-0112

Small, woman-owned business

[www.resume-place.com](http://www.resume-place.com)

**The Resume Place, Inc.** is a federal career training, publishing and individual consulting organization dedicated to helping job applicants get promoted or first time federal jobs, and to training career professionals in helping customers land federal jobs. Specializing in Federal career training in federal agencies for employees seeking career advancement, publication of resources and training aids, and providing one-on-one consulting.

Kathryn Troutman, President, [kathryn@resume-place.com](mailto:kathryn@resume-place.com)

Bonny Day, Vice President, [bonny@resume-place.com](mailto:bonny@resume-place.com)

## CUSTOMER INFORMATION FOR ORDERING ACTIVITIES

1. Table of Awarded Special Item Number (s) with Appropriate Cross reference to Page Number(s).

SIN(s) AWARDED:

874-4 – Instructor-led training, web based training, education courses, & course development & test administration

*Detailed prices on pages 4-14*

874-9 – Off the shelf and customizable print, audio, and visual instructional training devices

*Detailed prices on pages 15-21*

2. ALL SIN(s) Maximum Order: \*\$1,000,000.00.
3. MINIMUM ORDER LIMITATION: \$100.00
4. GEOGRAPHIC COVERAGE (DELIVERY AREA): Domestic, including AK, HI, Puerto Rico and US Territories. International - Worldwide.
5. Points of Production: Baltimore, MD / Washington, DC
6. Discount from list prices or statement of net prices: See attached exhibit.
7. Quantity Discounts: See attached exhibit.
8. Prompt Payment Terms: Net 30 days
- 9 a and b. The Resume Place, Inc. will accept the Government Commercial Purchase Card for all transactions.
10. Foreign Items: n/a
- 11a. Time of Delivery: Specified on task order and mutually agreed to by the ordering entity and vendor.
- 11b. Expedited Delivery: n/a
- 11c. Overnight and 2-day Delivery: n/a
- 11d. Urgent Requirements: n/a
12. F.O.B Point(s): Destination
13. Ordering Address: 89 Mellor Avenue, Baltimore, MD 21228
14. Payment address: 89 Mellor Avenue, Baltimore, MD 21228
15. Warranty Provision: n/a
16. Export Packaging Charges, if applicable: n/a
17. Terms and conditions of Government purchase card acceptance: n/a
18. Terms and conditions of rental maintenance, and repair: n/a
19. Terms and conditions of installation: n/a
20. Terms and conditions of repair parts indicating date of parts lists and any discounts from list price: n/a
21. List of Service and Distribution: 89 Mellor Avenue, Baltimore, MD 21228
22. List of Participating Dealers: n/a
23. Preventive Maintenance: n/a
24. Year 2000 (Y2K) compliant: YES
25. Environment Attributes: n/a
27. Data Universal Number System(DUNS) number: 08-366-6255
28. Registration in Central Contractor Registration (CCR) database is complete. YES

## GENERAL SERVICE ADMINISTRATION OFFERED PRICE LIST

### List of Contract and On-Site Courses and Prices

The Resume Place, Inc.™ is a consulting firm specializing in Federal employment and career training. In addition to group and individual consulting, The Resume Place, Inc.™ also publishes books and training aids to simplify and improve career advancement within the Federal government. Services may be of use to both Federal employees and career counselors. The Resume Place, Inc.™ is owned and operated by Kathryn K. Troutman, trainer and author of the first book on Federal resume writing, *The Federal Resume Guidebook*.

**F.O.B. Points(s):** Destination, including Hawaii, Alaska and Puerto Rico  
Payment: Resume Place will accept Government Purchase CARD, CCR Registered

# SIN 874-4

## Instructor-Led Training

- On-site training
- Off the shelf or customizable
- Half- and full-day options
- Minimum class size: 15
- Maximum class size: 30
- Individual consultation and services also available, priced per person
- Please contact us for any specific requests by emailing Kathryn Troutman, President, The Resume Place, Inc, at [kathryn@resume-place.com](mailto:kathryn@resume-place.com).

## Federal Resume & KSA Writing

**Manufacturer:** Federal Career Training Institute  
**Contractor:** The Resume Place, Inc., Baltimore, MD

### Full Day

<b>Retail Price</b>	<b>GSA Discount (%)</b>	<b>GSA Price</b>
\$5,500	5%	\$5,225

### Half Day

<b>Retail Price</b>	<b>GSA Discount (%)</b>	<b>GSA Price</b>
\$3,500	5%	\$3,325

### 90-minute Webinar

<b>Retail Price</b>	<b>GSA Discount (%)</b>	<b>GSA Price</b>
\$1,500	5%	\$1,425

### Course Description:

**The Gold Standard in the industry, this course has gone the distance with the evolution of federal resumes and KSAs over the past 15 years.**

Developed by Kathryn Troutman in 1995, this course has been taught innumerable times in virtually every agency since the acceptance of federal resumes by government hiring authorities. Popular and cutting-edge, this course consistently results in high evaluations, promotions and outstanding career changes for its participants.

This interactive course incorporates participant interviews, brainstorming and sharing projects/accomplishments, creative and positive thinking, speaking and writing. It includes discussion of the importance of essays as outstanding interview preparation, especially for the prevalent behavior-based interview. Participants learn how to write an outstanding federal resume, integrating knowledge, skills and abilities into the resume, and adding accomplishments to stand out and get referred. Best Qualified and Landing the Interview are the objectives of each Federal Resume and KSAs class.

The course curriculum includes updated information based on November 2011 Hiring Reforms, and covers federal resumes with KSAs included in the text of the resume with accomplishments and keywords.

Course covers KSA writing for three application purposes:

- *New short format in the resume* - Shorter KSA Accomplishments in the resume that are 250-350 characters. The short KSAs are required for announcements that require KSAs in the resume.
- *Traditional format* - Separate KSAs in the Context-Challenge-Action-Results format. Some announcements that still require separate essays or narratives. Some agencies are asking for KSAs if an applicant is Referred to a Supervisor. Additionally, the traditional KSAs are effective for Structured Interview preparation.

- *Essays, Narratives for the Questionnaires* - Most federal vacancy announcements include a self-assessment questionnaire which will usually support the Knowledge, Skills and Abilities for the position. Applicants need to verify their self-assessed skill level with accomplishments, certifications or expertise in their resume. The KSA lessons help applicants to verify their Questionnaire scores.

### **Course Highlights:**

- Accomplishments: what are they and how do they differ from duties?
- Accomplishment writing and sharing with a group
- Learn where to add accomplishments into the new federal resume and how to add KSAs in the resume
- Analyzing the vacancy announcement for critical information including: keywords, specialized experience, KSAs and Questionnaires
- Writing the federal resume with the right keywords from the vacancy announcement
- Formatting the federal resume for maximum readability by busy human resources specialists and hiring managers
- Discussion about length, dates, job titles, and formatting the federal resume into an average of 4 to 5 pages; dispelling the myth that ALL resumes should be two pages or less

## SES ECQ Writing

**Manufacturer:** Federal Career Training Institute  
**Contractor:** The Resume Place, Inc., Baltimore, MD

### TWO DAYS

<b>Retail Price</b>	<b>GSA Discount (%)</b>	<b>GSA Price</b>
\$16,000	5%	\$15,200

### FULL DAY

<b>Retail Price</b>	<b>GSA Discount (%)</b>	<b>GSA Price</b>
\$5,500	5%	\$5,225

### HALF DAY

<b>Retail Price</b>	<b>GSA Discount (%)</b>	<b>GSA Price</b>
\$3,500	5%	\$3,325

### 90-minute Webinar

<b>Retail Price</b>	<b>GSA Discount (%)</b>	<b>GSA Price</b>
\$1,500	5%	\$1,425

### Course Description:

**Executives have many examples of their accomplishments in their career. The challenge is to write them on paper in the established OPM format: Context, Challenge, Action, and Results (CCAR). Get started and inspired on how to write your best accomplishments in an impressive, concise style that will result in great success with OPM's Executive Review Board.**

For Career Development Programs, Executive Leadership Programs, Mid-Career Development Programs, SES Recruitment Programs. Expert and knowledgeable SES trainers lead, facilitate and train managers and senior leaders in brainstorming, writing, sharing, listening and developing outstanding executives' examples for the 5 ECQs. Participants will also learn how to package their extensive leadership and management experience into a concise, impressive 3-4 page Federal Executive Resume and gain training and insight into preparing effective Technical Qualifications.

### Course Outline:

- Executive Core Qualifications (ECQs)
- How to convert your top accomplishments into ECQs
- 27 leadership competencies and characteristics
- Context, Challenge, Action, and Results Writing Formula
- Executive, active-voice writing style

## Ten Steps to a Federal Job

**Manufacturer:** Federal Career Training Institute  
**Contractor:** The Resume Place, Inc., Baltimore, MD

### FULL DAY

Retail Price	GSA Discount (%)	GSA Price
\$5,500	5%	\$5,225

### HALF DAY

Retail Price	GSA Discount (%)	GSA Price
\$3,500	5%	\$3,325

### 90-minute Webinar

Retail Price	GSA Discount (%)	GSA Price
\$1,500	5%	\$1,425

### Course Description:

**This most popular and first-ever curriculum on federal job search is an easy-to-follow system to find and apply for federal jobs.**

Federal employees will gain an overview of the entire federal job search process, including vacancy announcement search and analysis. Determining best announcements, resume writing, KSAs, Questions, How to apply and Strategies for Negotiating. A quick course in what's new in federal job search.

### Course Outline:

- Take a tour of Kathryn Troutman's book, *Ten Steps to a Federal Job, 2nd Ed.*, and the accompanying CD-ROM.
- Understand vacancy announcements and the federal hiring process
- Navigate USAJobs.gov and find federal jobs
- Hands-on computer work: write a federal resume in class that is easy to adapt to different announcements
- Learn how to use the outline format, keywords, and CCAR
- Highlight your best accomplishments to get your application selected
- KSA/essay writing and interviewing techniques

## Behavior-Based Interviewing

**Manufacturer:** Federal Career Training Institute  
**Contractor:** The Resume Place, Inc., Baltimore, MD

### FULL DAY

Retail Price	GSA Discount (%)	GSA Price
\$5,500	5%	\$5,225

### HALF DAY

Retail Price	GSA Discount (%)	GSA Price
\$3,500	5%	\$3,325

### 90-minute Webinar

Retail Price	GSA Discount (%)	GSA Price
\$1,500	5%	\$1,425

### Course Description:

**This practical, hands-on course uses role-playing and class discussion to give participants the key skills needed to successfully prepare for the behavior-based interview format: preparing for the interview, practicing proper interview techniques, and effectively communicating your skills and accomplishments.**

KSAs and accomplishments are reviewed and practiced and support the Job Analysis for the position. Confidence is built based on an "apples to apples" comparison of past experience to future experience.

This highly interactive course uses participant interviews, writing and sharing of examples to inspire thinking, writing and speaking in a positive way. It includes discussion of the importance of essays as outstanding interview preparation, especially for the popular behavior-based interview style. Participants learn how to write an outstanding federal resume, including integrating the accomplishments in the resume to STAND OUT in the interview.

### Course Highlights:

- Intro to behavior-based interviews
- 8 steps to prepare for a behavior-based interview
- Write an accomplishment / response to a typical behavior-based interview question
- Practice and role-play the response in three interview situations: one-on-one, panel interview, and telephone interview
- Interview style tips: articulate speaking, smile, hand-shake, body-language, physical presence, interviewer's attention.
- Learn how to overcome a difficult interview scenario
- Increase confidence and positive-thinking through practice, practice, practice!

# Federal Resume Writing and Review Strategies for Human Resources Specialists

**Manufacturer:** Federal Career Training Institute  
**Contractor:** The Resume Place, Inc., Baltimore, MD

## Full Day

<b>Retail Price</b>	<b>GSA Discount (%)</b>	<b>GSA Price</b>
\$5,500	5%	\$5,225

## Half Day

<b>Retail Price</b>	<b>GSA Discount (%)</b>	<b>GSA Price</b>
\$3,500	5%	\$3,325

## 90-minute Webinar

<b>Retail Price</b>	<b>GSA Discount (%)</b>	<b>GSA Price</b>
\$1,500	5%	\$1,425

## Course Description:

**NEW!** This course was requested by Human Resources Specialists to help them quickly read, analyze, and determine qualified candidates from only a resume. A critical lesson will be taught to determine an efficient match of skills and accomplishments between the questionnaire and the resume, or between the announcement and the resume.

This workshop is designed for human resources specialists who read the first cut of resumes to determine who will be minimally, qualified or best qualified.

Now that federal resumes are the principal application for all federal positions, the federal resume is a critical document that must be reviewed for Generalized and Specialized Experience, Education & Training, Knowledge, Skills and Abilities, Accomplishment Record, Competencies and more.

Federal human resources specialists need to learn how applicants are being taught to write a resume for a USAJOBS or other online automated recruitment system. If HR specialists learn how the applicants are writing, researching, and matching their resumes to announcements, this information can help the HR specialist determine the best qualified candidates for their jobs.

The course curriculum includes updated information based on November 2011 Hiring Reforms: cover letters and federal resumes with KSAs included in the text of the resume with accomplishments and keywords.

## Course Highlights:

- Federal Resume Writing Lessons: Learn how to write a competitive federal resume for an online resume builder.

- Federal Resume Review Lessons: Learn how to quickly discern the best-qualified candidates by reviewing information written the resumes.
- Announcement Analysis: Learn how to abstract your vacancy announcement information into key points / check sheet so that you can review the resumes quickly to see the qualifications of the candidate.
- Questionnaire Match to Resume Lessons: Learn how to compare the questionnaire answers to the resumes submitted in an efficient way.
- Resume Interpretation: Learn how to understand a person's background and field of work, even if the applicant is not as implicit as they should be.
- Looking for the Best: Learn strategies to find the best and the brightest candidates for the agency mission and manager.

*Individual Consultation / Services*

## Outplacement Federal Career Services

**Targeting Entry and Technical / Administrative Levels (GS 5 through 9, \$27K to \$53K base salaries)**

Retail Price (per person)	GSA Discount	GSA Price
\$2,840	5%	\$2,698

**Targeting Mid-level, Analyst and Specialist Positions (GS 11 through 13, \$64K to \$93K base salaries)**

Retail Price (per person)	GSA Discount	GSA Price
\$3,244	5%	\$3,080

**Contractor:** The Resume Place, Inc., Baltimore, MD

### Service Description:

This package is designed to give a displaced employee the best possible chance of transitioning to a federal job, with full support from our services, training, and books. Save more than 10% with the special package pricing. Also ideal for the jobseeker wanting to take advantage of the full range of our expert help at a discounted rate.

#### One Day Training Course in Federal Job Search

Popular one-day computer-room workshop covering the highly successful Ten Steps to a Federal Job™ curriculum. The course has been taught since 2008 and has resulted in federal jobs for attendees. A copy of the *Ten Steps to a Federal Job, 2<sup>nd</sup> Edition*, by Kathryn Troutman, is included with the course.

#### Federal Career Consultation (90 minutes)

Our consultation service is invaluable to any first-time federal jobseeker. Save weeks and months of applying for federal positions incorrectly. This service is highly recommended to accompany the Federal Resume Writing service. Our 90-minute consultation comes with a complete professional report of recommendations.

#### Federal Resume Writing

Our Certified Federal Resume Writers are trained and skilled in analyzing announcements, qualifications, Classification Standards, KSAs, Questionnaires and federal application instructions. The Full Service Writing Project includes 5 hours of interview, announcement analysis, document review, and writing for a new federal resume targeted toward one or two announcements and occupational series. We can build the right content, add the keywords, and focus on the Specialized Experience required in the announcement.

#### KSAs and Essays

Our team of Certified Federal Resume Writers and Career Coaches are experts at writing KSAs and essays. They will prepare KSAs utilizing the CCAR approach. This stands for CONTEXT, CHALLENGE, ACTION, and RESULTS. The CCAR method is tried and true for developing any type of narrative to highlight your accomplishments. Each KSA narrative is typically 1/2 to 2/3 of one page long. Our services will include coaching, editing, and/or writing the best narratives for the position.

#### Private Industry Resume Full Service Writing

The Private Industry Resume is a shorter, two-page resume which you can use to apply for private industry positions or as a networking resume for federal positions, such as at job fairs. We can achieve the best possible

resume by highlighting the right strengths and skills, select the optimal format, and incorporate the right keywords.

### **Federal Online Applications (3 entries)**

Our knowledge of online builders and how to format the content effectively according to the strict character counts can make a difference for readability by the HR Specialist and Supervisor.

### **Interview Full Prep**

This is a full-service, two session interview prep for the behavior-based interview, with audio recording. First session will be preparation and discussion. Second session will be with a recording. Listen to the recorded session online to assess words, answers, voice and improve ability to present best accomplishments and skills. What is included:

- A Basic Interview Skills packet, including general practice questions
- Sample position-specific questions, based on a thorough review of the application materials and vacancy announcement, for practice and preparation
- A telephone mock-interview with audio recording, consisting of 5 to 10 interview questions
- Question-by-question critique of the mock interview with feedback, suggestions for improvement, and tips on successful interviewing
- Follow-up discussion and consultation
- Private access to session recording for review anytime.

### **Negotiation Coaching (one session)**

60-minute phone consultation with several follow-up emails and discussions to learn how to negotiate a federal job offer. There is a thorough review of the applicant's candidacy, value, and negotiation strength for various opportunities before beginning to negotiate. Discussion of the 5 different factors to negotiate in a federal job offer.

*Individual Consultation / Services***SES ECQ Writing**

<b>Retail Price (per person)</b>	<b>GSA Discount (%)</b>	<b>GSA Price</b>
\$3,150	5%	\$2,992

**Contractor:** The Resume Place, Inc., Baltimore, MD

**Service Description:**

The ECQ writing service is a collaborative writing and developmental editing service. The client provides us the best examples or their accomplishments in a draft or outline. Our role is to rewrite, expand, enhance, write at the executive level, tell a compelling story, and complete the project on-time and on-budget. Our ECQ service includes:

- Analyzing the Accomplishment Record to see how the accomplishments will blend into the Executive Core Qualifications;
- Brainstorming and discussing best accomplishments for the 5 ECQs: Leading Change, Leading People, Results Driven, Business Acumen and Building Coalitions;
- Matching accomplishments to the ECQs;
- Reviewing the drafts to make SURE the Context-Challenge-Action-Results format is followed;
- Edit and rewrite of responses to meet OPM’s writing requirements and to place emphasis on applicant strengths.

*Individual Consultation / Services*

## Federal Resume Writing

<b>Retail Price (per person)</b>	<b>GSA Discount</b>	<b>GSA Price</b>
\$990	5%	\$940

**Contractor:** The Resume Place, Inc., Baltimore, MD

### Service Description:

Our Certified Federal Resume Writers are trained and skilled in analyzing announcements, qualifications, Classification Standards, KSAs, Questionnaires and federal application instructions. The Full Service Writing Project includes 5 hours of interview, announcement analysis, document review, and writing for a new federal resume targeted toward one or two announcements and occupational series. We can build the right content, add the keywords, and focus on the Specialized Experience required in the announcement.

### Included with this premier Resume Place service:

- A discussion regarding target job, professional background, and career accomplishments
- An important discussion about the announcement(s) and “how to apply” instructions. Proofs to comment on.
- A targeted federal resume written in our proven Outline Format, formatted and ready to copy and paste into USAJOBS, CPOL and other resume builders
- An opportunity to proofread, edit, and change copy before submission

*Individual Consultation / Services*

## Federal Career Package

**Targeting Entry and Technical / Administrative Levels (GS 5 through 9, \$27K to \$53K base salaries)**

Retail Price (per person)	GSA Discount	GSA Price
\$940	5%	\$893

**Targeting Mid-level, Analyst and Specialist Positions (GS 11 through 13, \$64K to \$93K base salaries)**

Retail Price (per person)	GSA Discount	GSA Price
\$1075	5%	\$1020

**Targeting Senior and Professional Level Positions (GS 14/15, SES, \$93K to \$162K base salaries)**

Retail Price (per person)	GSA Discount	GSA Price
\$1490	5%	\$1415

**Contractor:** The Resume Place, Inc., Baltimore, MD

### Service Description:

This popular Resume Place discounted service package includes three of our most important services:

- Federal Career Consultation Service:** A 90-minute consultation service to get the federal job search started on the right track. Our Certified Resume Writer will work with the client to discuss the right jobs to apply for; find current suitable vacancy announcements; analyze existing resume; recommend ways to match the resume to desired positions; outline strategies for effective job search; learn how to find announcements in and outside of USAJOBS; grade level recommendation; comes with a written summary of the important recommendation in a Federal Career Consultation Report.
- Federal Resume Writing:** Our Certified Federal Resume Writers are trained and skilled in analyzing announcements, qualifications, Classification Standards, KSAs, Questionnaires and federal application instructions. The Full Service Writing Project includes 5 hours of interview, announcement analysis, document review, and writing for a new federal resume targeted toward one or two announcements and occupational series. We can build the right content, add the keywords, and focus on the Specialized Experience required in the announcement.
- Cover Letter:** In his Nov 1st hiring reform memo, President Obama recommended the use of a cover letter with the federal job application, and currently, cover letters are being accepted as an attached file in most of the automated application systems for federal jobs. Use the cover letter to feature your best skills, accomplishment and qualifications for the job. Stand out with the hiring manager with a cover letter that quickly states why you would be a great candidate for this job. Our professionally-written cover letter can be used as a template for all of a jobseeker’s federal applications.

# SIN 874-9

## Off the Shelf and Customizable Print, Audio, and Visual Instructional Training Devices

### **Get the best federal job search books and resources.**

The Resume Place, Inc. publishes industry-leading books and training materials for federal jobseekers on how to successfully apply for a federal government job. We also offer licenses for career centers and military bases to use our popular database of over 400 resume samples: the Online Federal Resume Database. Orders these materials for your center today and be equipped with the best federal career counseling resources.

**GSA Discount 5%**

## ONLINE FEDERAL RESUME DATABASE

### Single Military Base Career Transition Center

#### 1 Year License or Annual Renewal

<i>Retail Price</i>	<i>GSA Discount (%)</i>	<i>GSA Price</i>
\$1,500	5%	\$1,425

#### 2 Year License or Renewal

<i>Retail Price</i>	<i>GSA Discount (%)</i>	<i>GSA Price</i>
\$2,500	5%	\$2,375

**Contractor:** The Resume Place, Inc., Baltimore, MD



### Product Description:

Online resources to help federal jobseekers with effective and correctly-formatted federal resume and KSA writing. This database combines five of The Resume Place’s federal career book CD samples into one database. It is customized for each agency’s career center with their own logo, name, user name and password. The user name and password may be shared with customers of the career center for easy coaching and guidance for federal job search through e-mail and telephone services.

This on-line database is being used by Air Force MAJCOMS, U.S. Navy Fleet & Family Support Centers, worldwide, individual federal agencies, universities, military bases. Order your on-line database for your customers right away.

Includes more than 200 federal resume samples in Word. Just save the document as your own and cut and paste your text where you need it!

### Features:

- Samples for jobs at all grade levels: GS-5 through 15; WG samples
- Career change, lateral and promotion federal resume samples
- More than 45 Classification Series represented
- Paper and electronic federal resume examples
- KSA samples
- Military samples – officer and enlisted, active duty and reserves

## JOBSEEKER'S GUIDE, 4<sup>th</sup> EDITION

ISBN: 978-0-9824190-3-8

Quantity	Retail Price	GSA Discount (%)	GSA Price
1 – 9	\$14.95	5%	\$14.20
10 – 50	\$12.95	5%	\$12.30
51 +	\$8.00	5%	\$7.60



### Product Description:

This best-selling publication is used as THE training handout in TAP classes and employment courses at Military Transition Centers worldwide. The fourth edition is updated with the latest hiring reform information. The *Jobseeker's Guide* is the first-ever publication for separating military and family members who are seeking federal employment. This popular Ten Steps to a Federal Job curriculum handout is utilized in more than 100 military bases around the world. This resource is extremely useful for individual jobseekers and is the ultimate federal job search workshop handout for military career transition counselors.

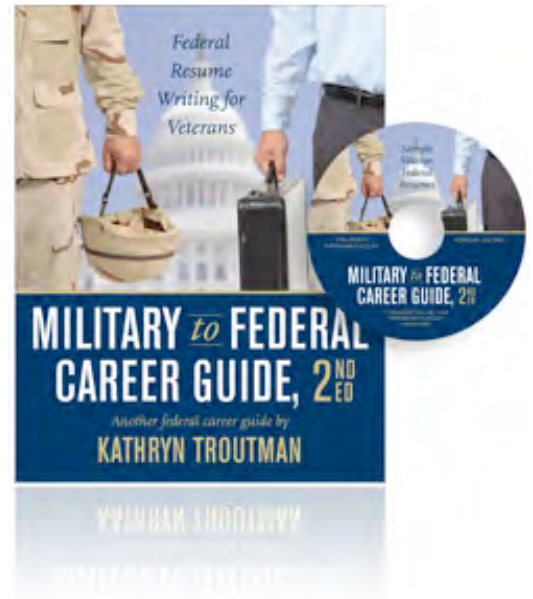
### Book Highlights

- Updated content on: Spouse Preference Program and Certain Former Overseas Employees, Veteran's Recruitment Appointment (VRA), 30% or more Disabled Veterans, Veteran's Employment Opportunities (VEOA), Federal Career Internship Program (FCIP), Direct Hire, and the Military Spouse Internship Program.
- Federal Resume vs. Private Industry and TAP Resume
- Dos and Don'ts for Federal Resumes in Resume Builders
- Before and After sample resumes: Family/Member Spouse and Military examples
- 3 Kinds of KSAs for today's applications with samples
- Updated Agency Resume Builder Chart
- How to Apply: USAJOBS, USA Staffing and Application Manager, Avuecentral, CPOL, DONHR, and paper applications
- See resume builder sample pages for: USAJOBS and Avuecentral

## MILITARY TO FEDERAL CAREER GUIDE, 2<sup>nd</sup> EDITION

ISBN: 978-0-9824190-2-1

Quantity	Retail Price	GSA Discount (%)	GSA Price
1 – 9	\$14.95	5%	\$14.20
10 – 50	\$12.95	5%	\$12.30
51 +	\$9.95	5%	\$9.45



### Product Description:

Transform Your Military Experience into a Competitive Federal Resume

There are great civilian job opportunities for veterans in the US government. Veterans get preference in federal hiring, plus they already have their security clearance. Also, their recent military experiences match current government priorities, especially at such agencies as the Department of Homeland Security and the Department of Defense branches.

What veterans need is a guide for navigating the complex federal hiring processes. One of the biggest difficulties facing military personnel is translating your highly technical skills into language suitable for federal job applications. In this informative *Military to Federal Career Guide*, Kathryn Troutman maps out the terrain and introduces a federal resume format designed to highlight all that veterans have to offer employers.

### Key Features:

- The resume writing process broken down into logical, do-able steps
- Follows the *Ten Steps to a Federal Job* format, customized for military personnel
- Introduces Troutman’s cutting-edge “military federal resume” format and explains how to make the accomplishments of former military clear and compelling
- Provides important details on the Veterans Preference Programs
- Explains how to work with keywords from vacancy announcements
- Highlights ways to emphasize leadership, teamwork, and communication skills
- Demonstrates approaches for matching your experience to the jobs you’re most qualified for
- Contains instructions on how to locate current openings

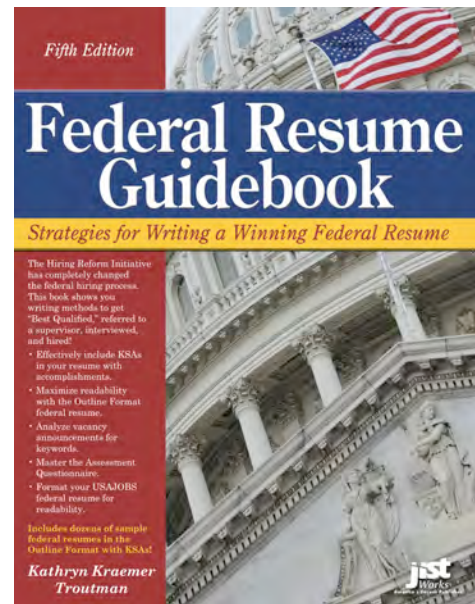
## FEDERAL RESUME GUIDEBOOK, 5<sup>th</sup> EDITION

ISBN: 978-1-59357-850-3

Manufacturer: JIST Works, Indianapolis, IN

Contractor: The Resume Place, Inc.

Quantity Price	Retail Price	GSA Discount (%)	GSA
1 +	\$21.95	5%	\$20.85



### Product Description:

The first edition was the first book ever on federal resume writing. Recognized by Library Journal as one of the top 20 career books borrowed from public libraries for 2008-2009. Serves as a leading resource on federal resume and KSA writing for federal human resources specialists, one-stop career centers, university career centers, libraries, and more. The ultimate federal application resource book particularly for federal to federal applicants.

As a popular federal resume and KSA trainer inside of government, Kathryn Troutman’s federal resume writing tips for the best USAJOBS applications are proven to be accepted by federal human resources specialists and supervisors in government, and have a highly-successful track record.

This book features the well-received “Outline Format,” which Kathryn developed and is effective for resume builders, including CPOL, DONHR, AvueCentral, and other online builders.

The KSA chapter is inspiring and informative, and provides great tips on writing the best examples from your career accomplishments. Learn how to prove that you have the knowledge, skill or ability to perform the job!

Of particular note is the chapter on keywords, including special insight from 12 occupational series, i.e. Contract Specialist, Program Analyst, Human Resources Specialist, Administrative Officer, IT Specialist, and others.

Federal resumes are not the same as private industry resumes! If you are interested in landing a federal job, take some time to study the samples in this book and on the CD to build your federal and and ISAs. Look at the samples and learn the clear differences!

### Key Features

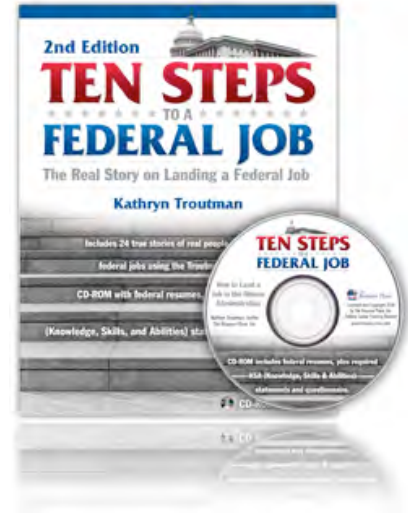
- Dozens of sample federal resumes shown in the builder windows
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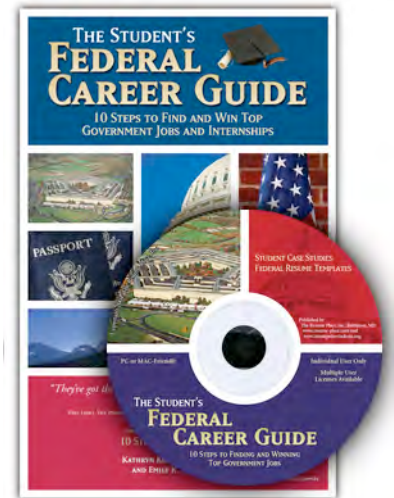
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