

Federal Resume Toolbox™

FederalResumeTips.com

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Welcome...and Congratulations!

Welcome to the *Federal Resume Toolbox*™ by FederalResumeTips.com™ and congratulations on making the decision to pursue a rewarding career as a government employee!

If you are like most other people who have purchased the *Federal Resume Toolbox*™ you have probably submitted your resume package for several government positions and may have got word back that you did not qualify - or in most cases you didn't hear anything.

Unlike the private sector where the purpose of a resume is to get your foot in the door for an interview, a federal resume is supposed to tell the Human Resources (HR) Specialist that you meet at least the minimal qualifications and are therefore eligible to be considered for an interview. The simple fact of the matter is that the HR Specialist who reviewed your package had straightforward guidelines to go by in order to determine whether or not to pass your package on to the hiring official for a potential interview. Unfortunately, while you may have been very qualified for the position, your resume package was either incomplete or did not adequately reflect the extent of your education, training, or experience.

What is the *Federal Resume Toolbox*™?

The *Federal Resume Toolbox*™ is not a book per se, but rather a collection of brief, concise articles that contain the essential information you need to rebuild your resume so that it grabs the attention of the HR Specialist and tells that person that you are most definitely qualified for the position.

Make no mistake about it, putting together a federal resume is more involved and requires more work than a private sector resume; but on the other hand, it does not require a professional resume writer either. You simply need to be focused, organize your information, be willing to put in a little extra time and effort, and be critical of your skills and experience so that you can describe them in a way that fits with the duties and specialized experience outlined in the job description. The *Federal Resume Toolbox*™ is your resource to help make that happen.

So what now?

Now you go back out to USAJobs.gov, you find another position that interests you, you read the *Federal Resume Toolbox*™, and then you pull up your resume, improve it, and make it shine!

Good luck and happy career hunting!