

## Resumes for Federal Employees

**Length:** 1 Day

**Summary:** In this course, you will learn how to create a resume for federal employees.

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### COURSE CONTENT

#### **IMPROVE YOUR FEDERAL RESUME**

- Is your federal resume in the proper format for electronic resume builders?
- Do you use keywords from your target announcement?
- Does your resume include all required information for federal applications?
- Have you included accomplishments to demonstrate that you can achieve results?

#### **CREATING A FEDERAL RESUME**

- Developing the resume itself
- Creating a skills summary
- Formatting the resume for maximum effect
- Creating accomplishments using CCAR
- Using metrics to give work context, appropriate length, timeframe covered, character counts, etc.)