Webinars for AmeriCorps VISTAs

Life as an AmeriCorps VISTA: Interested in Working for the Federal Government? Learn how to navigate the federal hiring process.

To join the audio portion,
please dial: 800-369-3374 and
enter passcode: 9036811.
This session will begin shortly.

Corporation for NATIONAL & COMMUNITY SERVICE

AMERICORPS VISTA
Volunteers In Service To America

Tips For Participating

Webinars for AmeriCorps VISTAs

- Submit questions to the presenter at any time using the Q & A feature.
- Share tips, resources, and ideas with other attendees using the Chat feature.
- The phone line will be open later in the presentation for Questions and Answers.

Dial: 800-369-3374 Passcode: 9036811

Webinars for AmeriCorps VISTAs

Welcome to

Interested in Working for the Federal Government?

Part 2: Learn how to write a federal resume.

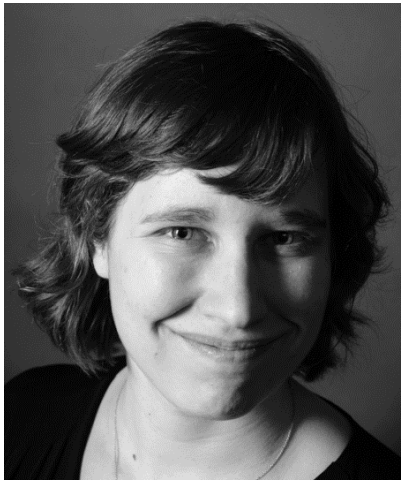
Corporation for NATIONAL & COMMUNITY SERVICE

VISTA Volunteers In Service To America

Today's Team

Liz Matthews
AmeriCorps VISTA
Outreach Specialist
CNCS

Suzanne Knizner
Project Specialist
Campaign Consultation, Inc.



Robyn Stegman
Project Specialist
Campaign Consultation, Inc.

Dial: 800-369-3374 Passcode: 9036811

Today's Agenda

- Interested in Working for the Federal Government?
  Part 2 – Federal Resume Writing
- What is a federal resume?
- Understanding how to build your federal resume
- How to make your AmeriCorps VISTA experience stand out
- Tips & Next Steps
- Additional Resources
- Q&A

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Learning Objectives

In this session you will:

- Learn how to build your resume on USAJobs - and how to make it work for you
- Gain strategies for crafting an effective resume for federal employment
- Explore ways to represent your VISTA service on a resume so that hiring managers will understand your strengths

Guest Speaker: Office of Personnel Management

Tom Formby
Senior Human
Resources Specialist

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a New Day for Federal Service

Writing Your Federal Résumé

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Job Opportunity Announcement

Overview

Job Announcement Number: JA-2013-17 RG

SALARY RANGE:	$38,790.00 to $69,545.00 / Per Year
OPEN PERIOD:	Thursday, February 28, 2013 to Saturday, March 09, 2013
SERIES & GRADE:	GS-0511-07/09
POSITION INFORMATION:	Full-time - Excepted appointment which may be non-competitively converted to a term or permanent position.
PROMOTION POTENTIAL:	13
DUTY LOCATIONS:	FEW vacancies - Washington, DC, US View Map FEW vacancies - Atlanta, GA, US View Map FEW vacancies - Kansas City, MO, US View Map FEW vacancies - New York - New York, NY, US View Map FEW vacancies - Philadelphia, PA, US View Map
WHO MAY APPLY:	Recent Graduates who received a qualifying degree within the past 2 years. Preference eligible veterans precluded from applying due to military service obligation may apply up to 2 years from the date of discharge/ release from active duty, but no more than 6 years after the date degree requirements were met. Students who will complete educational program requirements by Aug 31, 2013.

Overview

JOB SUMMARY:

The mission of the Office of Inspector General (OIG) is to help the GSA effectively carry out its responsibilities and to protect the public interest by bringing about positive change in the performance, accountability, and integrity of GSA programs and operations. The OIG is recognized as a world class organization serving the public interest by protecting and improving the operations of GSA. The OIG plays a vital role in supporting GSA's continuing evolution as a leader in formulating Government wide policy and its efforts to expertly and competitively meet the needs of its Federal customers while serving the best interest of U.S. taxpayers.

Begin a challenging career with the Office of Audits and be a vital part of the auditing community. We offer a rewarding opportunity to contribute to a noble mission that prevents and detects fraud, waste, and abuse in GSA programs.

We are interested in individuals who are committed to superior service and who can help us continue to meet these high standards. We are seeking highly motivated and qualified auditors to be a proactive member of our management team.

Applicants who applied to the previous Recent Grads announcements JA-2013-12 RG and JA-2013-13 RG should not re-apply.

This is a Recent Graduate position in the Pathways Program.

KEY REQUIREMENTS

- Apply online (See How to Apply section.)
- Signed participant agreement is required for employment under this Program.
- U.S. Citizenship or National

Duties

DUTIES:

As a GSA OIG auditor, you will initially assist and later conduct performance and attestation audits. You will be responsible for 1) preparing work papers/reports to document the audit process including audit objectives and related conclusions, deficiencies, and recommendations for corrective action; 2) assist higher level auditors in determining areas of high risk to focus on during an audit; and 3) other related assigned duties. You will also a) perform systematic examinations and appraisals of financial-related records, reports, management controls, and policies and practices which reflect the financial condition of GSA organizations and activities; and b) assist in developing policies that adhere to regulations applicable to GSA.

Qualifications and Evaluations

QUALIFICATIONS REQUIRED:

In addition to OPM's basic eligibility requirements, applicants must have specialized experience that is compensated or uncompensated (related educational and/or work experience) which has equipped you with the specific knowledge, skills and abilities to successfully perform the duties of the position in the application of professional accounting and auditing principles, procedures, and techniques.

All successful applicants for this position will possess the following competencies: Basic knowledge of accounting principles and auditing standards; the ability to apply audit techniques in collecting and analyzing data; the ability to communicate effectively, both orally and in writing; and the ability to conduct multiple segments of complex audits.

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level. Specialized experience includes, but is not limited to, performing routine technical accounting assignments, and assisting in the verification of reports against source accounts; reconciling bank and other accounts; verifying cash receipts and disbursement vouchers; verifying the accuracy of computations; and assisting in the preparation of basic audit work papers.

GS-9 applicants must have two (2) years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree or one (1)

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Qualifications and Evaluations

ALL CANDIDATES MUST MEET THE OPM POSITIVE EDUCATION REQUIREMENT DEFINED AS:

Basic Requirements

1. **Degree:** accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.")

   OR

2. **Combination of education and experience:** at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include *one* of the following:
   1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
   2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
   3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-

Qualifications and Evaluations

CANDIDATES WHO FAIL TO MEET THIS REQUIREMENT WILL BE DISQUALIFIED. **(Current students must meet this requirement no later than August 31, 2013 and, if selected, will not be appointed until after they meet this requirement).** Qualifying educational institutions/program for the Recent Graduate Program include: a qualifying bachelors, masters, doctorate degree or certificate from a qualifying educational institution within the past 2 years or for current students NLT August 31, 2013.

"Students may apply if they are within 9 months of graduating from the date of application."

Qualifications and Evaluations

HOW YOU WILL BE EVALUATED:

The Category Rating procedure is being used to rate candidates. You will receive a numerical rating of 70-100 points. If you are found qualified for the position, your responses to the self assessment vacancy questions will be used to place you in one of the following categories: Qualified, Well Qualified, Best Qualified. Your responses to the vacancy questions must be supported by your resume or the Human Resources Specialist may adjust your responses lower. Within these categories, applicants eligible for veterans' preference will receive selection priority over non-veterans. Appropriate documentation must be received to adjudicate veterans' preference. You will be evaluated on the vacancy related questions that were designed to assess your overall possession of the following competencies/knowledge, skills, and abilities. A variety of assessments/assessment tools may be used to evaluate candidates for specific vacancies covered by this announcement. Candidates will be notified when further assessments are implemented and provided with instructions on how to access and complete the assessment(s). Be sure to APPLY EARLY as most assessments must be completed fully and submitted before the announcement closing.

To preview questions please click here**.**

Benefits and Other Information

BENEFITS:

Back to top

GSA OIG offers a comprehensive benefits package. To explore the major benefits offered to most Federal employees, see Benefits.

OTHER INFORMATION:

Promotion Policy: If you are selected for this position at a grade lower than the full performance level, you may be promoted up to that grade level without further competition in accordance with all applicable regulations. However, promotions are not guaranteed and are dependent on performance. **Relocation Not Paid:** Travel, transportation, and relocation expenses are not authorized for this position. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the successful applicant. **Management Rights:** Additional vacancies may be filled from this announcement, as needed. This vacancy announcement does not preclude filling this position by other means. Management also has the right not to fill the position.

How to Apply

HOW TO APPLY:

You must submit a complete application including all required documents prior to 11:59 pm Eastern Time on the closing date of the Announcement. Errors or omissions may result in you not being considered for this vacancy. For information on applying for a GSA vacancy, please visit Applying for a GSA Job We will only consider applications submitted through the online process listed below unless an exception has been approved by a representative of the HR Office listed on this announcement. A description of the online process is provided below:

1. Select the "Apply Online" button. Log on to OPM's USAJOBS to access your existing resume or to create a new one.
2. From your account, select which resume you wish to submit. You also have the option of attaching any required documents saved in your USAJOBS account. Click "Apply for this Position Now!"
3. You will be redirected to GSA's automated system, GSAjobs. First time users will be asked to respond to "Account Creation" questions. If you are a return GSAjobs user, click the links on the left to review and

How to Apply

REQUIRED DOCUMENTS:

Please review the following to determine which documents you must submit in order to complete your application: **Proof of Recent Graduate Status:** Applicants must provide documentation of completion within the previous 2 years of a qualifying associates, bachelors, masters, professional, doctorate, degree or certificate from a qualifying educational institution.* NOTE: Veterans precluded from applying within the two-year window due to a military service obligation, must provide documentation of discharge or release from military service within the previous 2 years and completion of satisfactory degree or certificate program within the previous 6 years.

How to Apply

WHAT TO EXPECT NEXT:

Once the online application process is complete, you will receive an acknowledgement e-mail. Based upon Title 5 United States Code hiring rules, the best qualified applicants will be referred to the selecting official for consideration.

Your Résumé

- Your résumé:
  - Your best marketing tool
  - Communicates your qualifications
  - Shows you can provide immediate results
  - Should be tailored for each job
  - Has no page limitations
  - Is your first and often only impression

Format

- Reverse chronological order:
  - Lists your most recent experience first then work backwards listing previous jobs
  - Include job-relevant paid/unpaid experience
  - Recommended for Federal résumés

Experience

- Amount of experience:
  - "Managed an 8 person team over 15 years…"
- Level of experience:
  - "Routinely advised and briefed organizational senior executives on…"
- Repetition is OK

Accomplishments

- Who was impacted?
- How significant was the impact?
- What were the cost savings?
- Did you exceed deadlines?
- Did you receive awards or recognition?
- What changed/improved?

Language Matters

- Before:

  Responsible for planning, executing and coordinating special operations mountain and desert training. Served as primary instructor for all new Soldiers in training.

- After:

  Developed and executed numerous sensitive and realistic training courses for nearly 1,500 personnel annually. Rated as the number one instructor over 20 peers on last 3 annual performance reports.

Information

- Job Opportunity Announcement (JOA) sources:
  - Duties
  - Qualifications and Evaluations
  - Occupational Questionnaire
    - Linked from the JOA

Information

- Personal sources:
  - Former job descriptions
  - Supervisory reviews and feedback
  - Transcripts
  - Course feedback
  - Military honors
  - Awards and recognition
  - Customer acknowledgements
  - Survey results

Information

- Think outside the box
  - Leadership roles in social organizations
  - Volunteer experiences
  - Projects
  - Professional/Academic challenges or successes
  - Special assignments
  - Travel experiences

Skills

- Create
  - A list of your skills and match them to job types (Skills Profiler)
  - http://www.careerinfonet.org/Skills/

careeronestop
PATHWAYS TO CAREER SUCCESS

Skills Profiler

System Skills

- □ **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- □ **Systems Analysis** - Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- □ **Systems Evaluation** - Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Resource Management Skills

- □ **Management of Financial Resources** - Determining how money will be spent to get the work done, and accounting for these expenditures.
- □ **Management of Material Resources** - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

Translate

- Veterans
  - Translate military career fields to Federal occupations
  - http://www.dllr.state.md.us/mil2fedjobs/

MARYLAND
DEPARTMENT OF LABOR, LICENSING AND REGULATION
Military to Federal Jobs Crosswalk

MIL2FEDJOBS

Service Member/Veteran Search

To find out what federal jobs are related to specific military occupations, use the following steps:

Step 1. Select the Service and the Personnel Category

Service:

◉ Army ○ Navy ○ Air Force ○ Marine Corps ○ Coast Guard

Personnel Category:

◉ Officer ○ Warrant Officer ○ Enlisted

Step 2. Select a Military Occupation

Military Occupation Code:

36A - Financial Manager

- or -

Military Occupation Title:

Financial Manager - 36A

MIL2FEDJOBS

Federal Occupational Series Related to
Army 36A - Financial Manager

The table below lists federal occupations related to the military occupation you selected. Keep in mind that job qualifications vary according to specific positions that are being filled by the federal agency. To find out more about specific positions available and their requirements, use the Search USAJOBS Now link in the last column. If you'd like to learn general information about federal jobs, see Federal Career Considerations.

Click on column headings to sort. Click on the numbers above and below the table to page through results.

Code	Title	Type	Federal Job Family	Search for a Job
0340	Program Management Series	WHITE COLLAR	0300 - GENERAL, ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP	*Search USAJOBS Now*
0343	Management and Program Analysis Series	WHITE COLLAR	0300 - GENERAL, ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP	*Search USAJOBS Now*
0501	Financial Administration and Program Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	*Search USAJOBS Now*
0503	Financial Clerical and Technician Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	*Search USAJOBS Now*
0505	Financial Management Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	*Search USAJOBS Now*
0510	Accounting Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	*Search USAJOBS Now*
0511	Auditing Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	*Search USAJOBS Now*
0512	Internal Revenue Agent Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	*Search USAJOBS Now*
0525	Accounting Technician Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	*Search USAJOBS Now*
0526	Tax Specialist Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	*Search USAJOBS Now*

Process

- 3 steps:
  - Review
    - Understand the requirements
    - Select in or select out
  - Identify
    - Find keywords and phrases
    - Highlight
  - Align
    - Place information into bullets
    - Match personal experiences/accomplishments

Grade Level or Equivalent

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level.

Review

QUALIFICATIONS REQUIRED:

In addition to OPM's basic eligibility requirements, applicants must have specialized experience that is compensated or uncompensated (related educational and/or work experience) which has equipped you with the specific knowledge, skills and abilities to successfully perform the duties of the position in the application of professional accounting and auditing principles, procedures, and techniques.

All successful applicants for this position will possess the following competencies: Basic knowledge of accounting principles and auditing standards; the ability to apply audit techniques in collecting and analyzing data; the ability to communicate effectively, both orally and in writing; and the ability to conduct multiple segments of complex audits.

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level. Specialized experience includes, but is not limited to, performing routine technical accounting assignments, and assisting in the verification of reports against source accounts; reconciling bank and other accounts; verifying cash receipts and disbursement vouchers; verifying the accuracy of computations; and assisting in the preparation of basic audit work papers.

GS-9 applicants must have two (2) years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree or one (1)

Identify

QUALIFICATIONS REQUIRED:

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GS-9 applicants must have two (2) years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree or one (1)

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GS-7 applicants - One (1) year of graduate-level education or superior academic achievement **OR** one (1) year of specialized experience

- Performed routine technical accounting assignments
- Verified reports against source accounts
- Reconciled bank and other accounts
- Verified cash receipts and disbursement vouchers
- Verified the accuracy of computations
- Assisted in the preparation of basic audit work papers

All successful applicants for this position will possess the following competencies:

- Basic knowledge of accounting principles and auditing standards
- Applied audit techniques in collecting and analyzing data
- Communicated effectively, both orally and in writing
- Conducted multiple segments of complex audits

Questionnaire

HOW YOU WILL BE EVALUATED:

The Category Rating procedure is being used to rate candidates. You will receive a numerical rating of 70-100 points. If you are found qualified for the position, your responses to the self-assessment vacancy questions will be used to place you in one of the following categories: Qualified, Well Qualified, Best Qualified. Your responses to the vacancy questions must be supported by your resume or the Human Resources Specialist may adjust your responses lower. Within these categories, applicants eligible for veterans' preference will receive selection priority over non-veterans. Appropriate documentation must be received to adjudicate veterans' preference. You will be evaluated on the vacancy related questions that were designed to assess your overall possession of the following competencies/knowledge, skills, and abilities. A variety of assessments/assessment tools may be used to evaluate candidates for specific vacancies covered by this announcement. Candidates will be notified when further assessments are implemented and provided with instructions on how to access and complete the assessment(s). Be sure to APPLY EARLY as most assessments must be completed fully and submitted before the announcement closing.

Résumé Summary

- Highlight your knowledge, skills, abilities and experience as it relates to the job.
  - Use keywords/phrases or short sentences
  - Paint a picture
  - Include your security clearance, if applicable
  - Complete only after you have listed all of your experience and accomplishments

USAJOBS

- Allows users 5 resumes
  - Upload
  - Build
  - Combination

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank.

Resume 1: Security Analyst — Status: Not searchable
View | Edit | Duplicate | Delete — Make Searchable
Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder

Resume 2: Recruiting — Status: Not searchable
View | Edit | Duplicate | Delete — Make Searchable
Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder

Resume 3: Human Resources — Status: Not searchable
View | Edit | Duplicate | Delete — Make Searchable
Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder

Resume 4: Recruiting JOA # 12-3456-... — Status: Searchable
View | Edit | Duplicate | Delete | Renew — Make Non-Searchable
Expiration Date: 9/18/2014
Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder

Build New Resume | Upload New Resume

You have created **4** of **5** possible resumes. You are able to upload and store **5** resumes to your My USAJOBS account.

USAJOBS

- Special hiring authorities:
  - Veterans Recruitment Appointment (VRA)
  - Veterans 30% or more disabled
  - Disabled veterans who completed VA training
  - Schedule A for people with disabilities
  - Military Spouse
  - Certain former overseas employees
- Sensitive information and photographs

Resume Builder

* Resume Name

1. **Experience** 2. Education 3. Other 4. References 5. Preview and Finish

Preview your resume
Only information already saved will display in Print Preview.

PLEASE NOTE: Fields with an asterisk (*) are **required fields**.

Work Experience

Note: If your resume is **not searchable**, this information will not be visible to recruiters performing resume searches.

* Employer Name

Employer Address 1

* Duties, Accomplishments and Related Skills
Expand this area

Problems with formatting when pasting from Microsoft Word?
(5000 characters remaining)

Salary USD Per Year

* Average Hours per week

May we contact your supervisor? Yes No Contact me first

Is this a Federal position? Yes No

* Duties, Accomplishments and Related Skills
Expand this area

Problems with formatting when pasting from Microsoft Word?
(5000 characters remaining)

Resume Builder

1. Experience 2. **Education** 3. Other 4. References 5. Preview and Finish

Preview your resume
Only information already saved will display in Print Preview.

PLEASE NOTE: Fields with an asterisk (*) are **required fields**.

READ THIS - important notice before listing your Education!
Only list degrees from accredited schools or other education programs that meet the provision of the Office of Personnel Management's Operating Manual.

Learn more!

Education

* School or Program Name

Relevant Coursework, Licensures and Certifications

Problems with formatting when pasting from Microsoft Word?
(2000 characters remaining)

GPA of GPA Max.

Total Credits Earned

System for Awarded Credits
- Semester Hours
- Quarter Hours
- Continuing Education Units

Honors -SELECT-

Relevant Coursework, Licensures and Certifications

Problems with formatting when pasting from Microsoft Word?
(2000 characters remaining)

Education

Education:

University of Maryland College Park, MD United States
Bachelor's Degree 05/2013
GPA: 4.0 of a maximum 4.0
Credits Earned: 120 Semester hours
Major: Accounting **Honors:** Summa Cum Laude
Relevant Coursework, Licenses and Certifications:
Auditing Theory and Practice
Government Accounting
Accounting I
Accounting II
Managerial Accounting
Accounting Systems
Taxation of Individuals
Ethics and Professionalism in Accounting

Resume Builder

1. Experience 2. Education 3. **Other** 4. References 5. Preview and Finish

Preview your resume
Only information already saved will display in Print Preview.

PLEASE NOTE: Fields with an asterisk (*) are **required fields**.

Job Related Training

List the titles and completion dates of training courses that are relevant to the position you are seeking.

(5000 characters remaining)

Spell Check

Language Skills

Additional Information

Enter job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement.

Language Skills

Language: - SELECT -

Spoken: None Novice Intermediate Advanced

Written: None Novice Intermediate Advanced

Read: None Novice Intermediate Advanced

Add Language

(5000 characters remaining)

Spell Check

Additional Information

Enter job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement.

Expand this area

(20000 characters remaining)

Resume Builder

1. Experience 2. Education 3. Other 4. **References** 5. Preview and Finish

Preview your resume
Only information already saved will display in Print Preview.

PLEASE NOTE: Fields with an asterisk (*) are **required fields**.

References

Note: If your resume is **searchable**, this information will not be visible to recruiters performing resume searches.

* Name:
Employer:
Title:

* Name:
Employer:
Title:

* Phone:
Email:
Reference Type: Professional Personal

Cover Letter

- Highlights experience
- Allows compelling language
- Optional

Additional Tips

- Write in plain language
- Show specialized experience
- Avoid acronyms
- Use spelling and grammar checks
- Have someone review
- Apply early as some JOAs limit the number of applications accepted

Summary

- Review the entire JOA
  - —Understand the requirements
  - —Assess your skills
  - —Select in/Select out
- Pay close attention to the instructions
- Separate important information
- Tailor your résumé

Highlighting your AmeriCorps VISTA experience

Job Title: Training Coordinator
Agency: Corporation for National and Community Service

QUALIFICATIONS REQUIRED:
Applicants must have one year of specialized experience (paid, unpaid, or volunteer work) comparable in scope and responsibility to at least the upper range of the NY-02 pay band, which would be at or equivalent to, the GS-09 level in the Federal Service, directly related to community service programs on the local, state, national or international level, non-profit organizations or foundations.

This specialized experience includes **team leadership; overseeing customer service; training design; training facilitation; training logistics; knowledge of pertinent national service statutes and guidelines; and written/oral presentations.**

Dial: 800-369-3374 Passcode: 9036811

Highlighting your AmeriCorps VISTA experience

Job Title: Training Coordinator
Agency: Corporation for National and Community Service

DUTIES and RESPONSIBILITIES:

• Generates specifications for **training-related hotel contracts**, and **coordinates with our logistic provider** to ensure those contracts are finalized in a timely manner.

• **Manages the electronic registration and budgeting system**, **coordinating** with the State Offices, VISTA Member Support Unit, Field Financial Management Centers and **travel and logistics providers, and training providers**;

• **Leads onsite administrative and logistical support** for Pre-Service Orientations and Supervisors' Orientations (PSO & SO). **Directs registration process, facilitates some training sessions** at PSO & SO. Addresses issues onsite related to **transportation, logistics, meeting space, materials**, etc.

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Highlighting your AmeriCorps VISTA experience

AmeriCorps VISTA serving with name of Organization
123 Street
City, State 22222

02/2012 - 02/2013
Salary: 11,500.00 USD Per Year
Hours per week: 40
Pay Plan: ZY
This a time-limited appointment or temporary promotion

Food Planning Association Coordinator, AmeriCorps VISTA (This is a federal job)
Supervisor:
Okay to contact this Supervisor: Yes
I thoroughly enjoyed my time as an AmeriCorps VISTA. I attended PSO in XX in 2012 and enjoyed all ofthe trainings and loved seeing all ofthe VISTAs placed around the nation. I am very familiar with PSO trainings, the fingerprinting, facilitators, and logistics of planning the training. Having been a VISTA and been on the receiving end of these trainings I am incredibly passionate and appreciative of these trainings. My PSO was very influential for me and being able to coordinate PSO's for other new incoming VISTAs would be a joy. I am aware ofwhat aspects ofthe training went smoothly and which parts were difficult as a VISTA to understand. I would love to use my personal experience to improve and continue to plan PSO's and SO's for VISTA's and supervisors.

In my term I served with the NAME OF ORG, an initiative of XX School of Social Work which is a capacity-building and collaborative project seeking to develop and implement strategies to end hunger through policy, education, community organizing, and community development. ORG works collaboratively with the XX, XXX, and XXXX and local community leaders involved in the food system to establish Food Planning Associations (FPAs) across the state. I served as a Food Planning Association Coordinator and traveled with a partner for a week out of every month to prepare the initial groundwork for FPAs in XX, XXX and XXX.

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Highlighting your AmeriCorps VISTA experience

- **Coordinated** the Together at the Table, Regional Hunger Summit in partnership with the USDA and the Texas Hunger Initiative. **More than 65 speakers and panelists** in anti-hunger work attended to share and learn best practices.

- **Served as conference logistician**, where duties included **creating** and printing all identification material; l**eading** on site administrative and logistical support; **running** registration; **setting up** and coordinated room logistics; **coordinating** speakers and breakout sessions; and **assisting** with technological needs.

- **Coordination of Regional Hunger Summit led to a $3.5 million dollar grant** and the creation of regional offices to develop Food Planning Associations. Recruited AmeriCorps VISTA members for each of the new regional offices.

Highlighting your AmeriCorps VISTA experience

Work Experience: **AmeriCorps VISTA (Campus Compact)**

08/2012- Present
Salary: 18,000.00 USD Per Year
Hours per week: 40

VISTA Leader
Supervisor:
Okay to contact this Supervisor: Yes
Training and Event Duties:

- Coordinated 11 semi-quarterly daylong trainings for 22 AmeriCorps VISTAs and AmeriCorps VISTA Supervisors
- Created and coordinated two-day overnight orientation training for 22 AmeriCorps VISTAs including:

- Generated specifications for training-related housing and meals
- Led onsite administrative and logistical support for Orientation
- Direct travel and registration process for all 22 incoming AmeriCorps VISTAs
- Addresses issues onsite related to transportation, logistics, rooming, meeting space, materials, T&TA providers services, etc.
- Develop full agenda including scheduling presenters, creating training materials, presenting, etc.

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Tips & Next Steps for Gaining the Hiring Manager's Attention

1. **Review** your VAD for impressive and quantifiable data
2. **Establish** your Federal Resume profile on USAJobs.gov
3. **Upload** your resume as a Word document, in addition to your profile
4. **Compose** a Cover Letter identifying
   1. AmeriCorps VISTA status
   2. NCE eligibility
   3. Available start date
   4. Outstanding skills and attributes
5. **Ask** a professional contact to review your resume – would they hire you?

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Additional Resources

- VISTA Campus
- NCE for VISTAs
- Interested in Working for the Federal Government?
  Learn how to navigate the federal hiring process – On Demand
- USAJobs.org

How to Ask Questions

Webinars for AmeriCorps VISTAs

- To ask a question electronically, use the Q&A feature located in the bottom right corner.
- To ask a question verbally, call in using the number on this slide and press *1.

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Evaluation

Webinars for AmeriCorps VISTAs

Please take a few moments to share your feedback. How can we improve these sessions? What topics should we include in future webinars?

Thank you very much for your time and participation!

Thank You for Your Participation!

Webinars for AmeriCorps VISTAs

If you have further questions or for more information, contact us: VISTAwebinars@cns.gov

Introduction to the VISTA Campus

August 14, 2014

2:00 - 3:30 PM ET

Visit the Ongoing Learning page on the VISTA Campus for a complete schedule of VISTA webinars

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