CareerPro Global®
TRAINING

Roadmap to Developing an Effective USAJOBS Resume

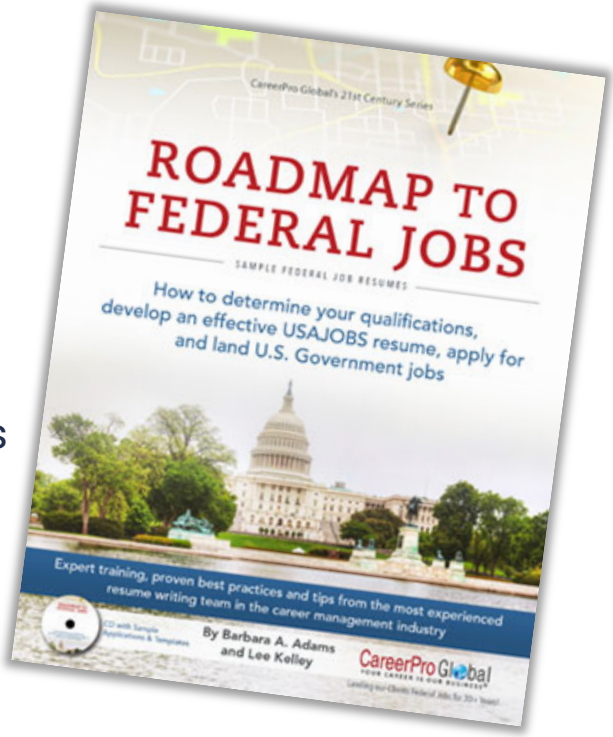
(online course)

Price: $360

COURSE OVERVIEW

This online resume writing course is designed to help individual job seekers understand the best practices for effective federal resumes. Using a five-checkpoint format, you will learn how to tailor and optimize your resume toward a specific vacancy or type of federal occupation. The course also features built-in knowledge checks to give students (and their managers) peace of mind that the best practices are fully understood.

- Check Point 1 — Finding and selecting jobs on the USAJOBS.gov website
- Check Point 2 — Identify keywords/headlines to use in your federal resume
- Check Point 3 — Creating the framework for your USAJOBS resume
- Check Point 4 — Writing duties/accomplishments for each position
- Check Point 5 — Editing and completing your USAJOBS resume



TRAINING OBJECTIVES

To educate and empower job seekers with a repeatable, step-by-step process for developing and tailoring their resumes, writing strong accomplishments, and showcasing their most relevant skills, education, and experience for hiring managers. Students will also receive an electronic copy of our Roadmap to Federal Jobs book, along with sample resumes, templates, and many other helpful resources!

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