



Job Search for Government

414.288.7423 ■ career.services@marquette.edu ■ www.marquette.edu/csc ■ Holthusen Hall, 1st floor

Steps for a Successful Job Search

Self-assessment

- Interests: What do you like to do?
- Skills: What do you do well? What can you offer to an employer?
- Values: What is important to you?
- Preferences: What do you want your job to “look like”?

Know the skills you have to offer (the Government refers to these as KSA's)

- **Knowledge from your Major**—Information you have learned because of your major and degree. For example: accounting, engineering, social work, teaching
- **Transferable Skills**—Skills that are acquired through one's quest in higher education. Transferable skills are needed in all career fields, such as written and verbal communication, critical thinking, problem solving, analytical ability
- **Abilities**—Personal characteristics such as leadership, reliability, enthusiasm, flexibility

State a clear objective of what you want to do

- Don't necessarily need to give a position or position title
- Employers are looking for a candidate whose career goals match employer needs
- A clear objective equals a well-written resume and cover letter
- You will enjoy your work more if you get a position matching your goals, interests, and skills

Define your criteria

- What do you need in a position for it to be satisfying? For example: room to grow with organization, fit with co-workers, pay, size of city, distance from home, opportunity to go back to school, etc.

Research the agencies/organizations in which you are interested

- Spend two-three weeks gathering useful information before applying for jobs
- Know the salary range of jobs you are interested in
- Research using websites and printed material
- Talk to people who are employed in government organizations

Create resume and cover letters that grab attention of employers

- Based on your resume, would YOU hire you? Type in this address to find out how to do a government resume and apply for positions: <http://gwired.gwu.edu/partnership/applying>

Develop effective interviewing skills

- Practice makes perfect! Schedule a mock interview with a career counselor

Set goals and time commitments

- Finding a job is a full time job. Set weekly goals for working on your job search

Employment Sites of Various Federal Government Agencies including Illinois/Chicago Government Agencies

To find Federal Agency Positions go to: **www.usajobs.gov**

This is the job site that lists ALL federal government positions. The best way to find jobs that you are interested in and qualified for is to type in KEY WORDS. Don't be afraid to apply for any and all jobs in which you are interested. Because of the security clearance, it takes time to procure a government position so make sure you have a job while you are going through the process. Once "in," a government employee is able to move up or over to various other agencies and departments. The pay and benefits are good and the jobs and work very satisfying.

Only 30% of all federal jobs are in Washington D.C. To help you through the process, also go to the independent site, Call to Serve at: <http://gwired.gwu.edu/partnership/whyserve/>

Federal Bureau of Investigation (FBI) <http://www.fbi.gov/>

The FBI is a field-oriented organization that provides program direction and support services to field offices, satellite offices, and foreign liaison posts. Openings include special agent positions, non-paid and paid internships, professional support positions (e.g., computer specialist, linguist, laboratory technologist, accounting professional, and many more).

- Milwaukee Field Office <http://milwaukee.fbi.gov/employment.htm>
- Chicago Division <http://chicago.fbi.gov/employ.htm>

Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF)

U.S. Department of Justice

ATF is a law enforcement organization within the U.S. Department of Treasury that is committed to reducing violent crime, collecting revenue, and protecting the public. ATF also enforces the regulations and laws relating to alcohol, tobacco, firearms, explosives, and arson and supports as well as assists local, state, federal, and international law enforcement.

- Various positions and internships are posted at <http://www.atf.gov/jobs/index.htm>

Office of Inspector General

The Inspector General's mission is "to conduct independent and objective audits, investigations, and inspections; prevent and detect waste, fraud, and abuse; promote economy, effectiveness, and efficiency; review pending legislation and regulation; and keep the agency head and Congress fully and currently informed."

- Positions in auditing can be viewed at <http://www.ignet.gov/jobs1.html>

Defense Contract Management Agency (DCMA)

DCMA negotiates, administers, and oversees the thousands of contracts that deliver hundreds of billions of dollars in products, services, weapons systems and materials. The Armed Forces count on DCMA to deliver the supplies and services they need to keep them safe and effective. The citizens also count on DCMA to get the best value for their tax dollars.

Positions are available in Quality Assurance (Software Specialist), Management and Program Analysis, Computers, Engineering, Safety and Occupational Health, and Industrial Property Management.

- Positions are listed at <http://www.dcmamilitary.com/careers.htm>

DCMA also offers the Keystone Program, which is a selective 2.5-3 year career development program designed to prepare college graduates and others for management roles at DCMA. To apply, please visit <http://www.dcmamilitary.com/jobcenter.htm>

U.S. Secret Service

<http://www.ustreas.gov/usss/index.shtml>

Chicago Field Office.
300 S. Riverside Plaza
Chicago, IL 60606.
312-353-5431

The Secret Service hired 700 special agents between 2000 and 2003. They have other type of positions also and are especially looking for applicants with a law or MBA degree or language skills. They offer non-paid internships. Salaries begin at \$40,000 and quickly move into the \$60's. Those with a serious interest should call the office above.

Social Security Administration

Chicago Regional Office covers six states with 234 offices. Last year they hired 300 candidates of any major. Applications should be filed only in response to a specific vacancy. Require a resume to OF-612 application for federal employment.

Offer some special programs which allow you to circumvent the general application procedure. Two such programs are the Outstanding Scholars Program and the Federal Career Intern Program. For information on these programs and whom to contact, check http://www.ssa.gov/chicago/jobs_howtoapply.htm

[Current job openings in the Social Security Administration can be found on the internet:](http://www.ssa.gov/careers)

<http://www.ssa.gov/careers>

Also check out the Chicago Regional Jobs Website:

<http://www.ssa.gov/chicago/jobs.htm>

FEDERAL JOB SEARCH IN ILLINOS

<http://www.federaljobsearch.com/Illinois.asp>

U.S. Office of Personnel Management
478-757-3000
<http://www.usajobs.opm.gov>

U.S. Post Office
Department of Personnel
433 W. Harrison, 4th Fl.
Chicago, IL 60604
312-983-8422

ILLINOIS AGENCIES/ CHICAGO

Illinois State Comptroller Office

Seeking accounting and IT applicants. After submitting an application, a test is required.
<http://www.ioc.state.il.us/>
Contact the Chicago Office directly about jobs.

Office of the State Comptroller
100 West Randolph, Suite 15-500
Chicago, Illinois 60601-3252
312-814-2451

State of Illinois Department of Personnel

100 W. Randolph, 3rd Fl.
Chicago, IL 60602
312-814-2398
<http://www.state.il.us/cms>

Office of the Secretary of State

Department of Personnel
17 N. State St., 12th Fl.
Chicago, IL 60602
312-793-5515

COOK COUNTY/ILLINOIS

Cook County employs 27,000. The majority of these positions are in health care. They also seek applicants from civil engineering, accounting, or who are bilingual. They do not want resumes to be sent blindly but rather in response to an opening. The application is on-line. You must bring in your application in person. If you have specific questions, you can call the office directly at 312-603-6598.

See current job postings at:
<http://www.co.cook.il.us/employment.htm>

Cook County Bureau of Human Resources

County Building, Room 834
118 N. Clark St.
Chicago, IL 60602
312-603-6598
312-603-5255 TDD

Cook County Police & Corrections Merit Board

69 W. Washington St., Suite 1100
Chicago, IL 60602
312-603.0170

*Note: Call for dates of application distribution

CITY OF CHICAGO

Jobs and internships can be found on the city's website.
www.cityofchicago.org/personnel

Public Service Intern Program

The City of Chicago is presently looking for enthusiastic students who are interested in gaining an edge in the employment market by obtaining valuable, professional work experience in municipal government while earning course credit through an unpaid internship experience. (There are a few paid internships in the mayor's office)

Any questions can be directed to the Recruitment Division of the Department of Personnel, Room 1100, City Hall, 121 N. LaSalle St., Chicago, IL 60602, 312-744-4083.

Chicago Transit Authority

Human Resources
P.O. Box 3555
Chicago, IL 60654
312-664-7200
<http://transitchicago.com/business>

City of Chicago Department of Personnel

City Hall, Room 100
121 N. LaSalle St.
Chicago, IL 60602
312-744-9565
312-744-1369 automated listing
<http://ci.chi.il.us>

City of Chicago Park District

541 N. Fairbanks Court
Chicago, IL 60610
312-742-PLAY
<http://www.chicagoparkdistrict.com>

Chicago Public Schools

Department of Human Resources
125 S. Clark St., 1nd Fl.
Chicago, IL 60603
773-553-2690
1-800-593-5700 hotline
<http://www.csc.cps.k12.us/humanresources>

Department of Homeland Security (DHS)

Department components include Border and Transportation Security, Emergency Preparedness and Response, Information Analysis and Infrastructure Protection, Science and Technology Management, Coast Guard, Secret Service, Citizenship and Immigration Services, and Inspector General.

Application deadline is October 15. Applications are accepted until October 31 or when the positions are filled. Part of the application process is an online test, medical and drug exam, background check, and oral interview. Job vacancies are posted on the following websites:

<http://www.customs.gov/>

<http://www.dhs.gov>

<http://www.usajobs.opm.gov/homeland.asp>

U.S. Secret Service

<http://www.ustreas.gov/usss/index.shtml>

Chicago Field Office
300 S. Riverside Plaza
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312-353-5431

The Secret Service hired 700 special agents between 2000 and 2003. In addition, other types of positions are also available, especially for applicants with a law or MBA degree or language skills. Salaries begin at \$40,000 and quickly move into the \$60's. The Secret Service also offers non-paid internships. Those with a serious interest should call the office above.

Social Security Administration

In 2007, both the federal SSA and the Milwaukee SSA were seeking many new candidates.

"Forward thinking. Radical approaches. Surpassing the standard." That is the mission of the Social Security Administration, which is one of the world's most successful social insurance programs. 90% of the US population is covered through Social Security, and it has kept millions of elderly and individuals safe from poverty.

The Chicago Regional Office covers six states with 234 offices. In 2003, Social Security Administration (SSA) hired 300 candidates of any major. Applications should be filed only in response to a specific vacancy. Resume is required for OF-612 application for federal employment.

SSA offers some special programs which allow the applicant to circumvent the general appli-

cation procedure. Two such programs are the Outstanding Scholars Program and the Federal Career Intern Program. For information on these programs and whom to contact, please visit http://www.ssa.gov/chicago/jobs_howtoapply.htm

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Also check out the Chicago Regional Jobs Website:
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AmeriCorps

<http://www.americorps.org>

AmeriCorps provides national service programs through nonprofits, public service, and faith-based organizations to millions of Americans each year. Some of the activities include: tutoring and mentoring of youth, teaching computer skills, building affordable housing, cleaning of parks and streams, running after school programs, and helping communities respond to disasters. Whatever your interests, there's an AmeriCorps program that needs your courage, skills, and dedication. Contact: Alice Choi

Requirements: At least 17 years of age

US Army

<http://www.army.mil/>

People, vision, and transformation consists of the Army's vision. The Army inspires soldiers to have the strength, the confidence, and the will to fight and win anywhere at anytime.

FEDERAL JOB SEARCH IN ILLINOS

<http://www.federaljobsearch.com/Illinois.asp>

U.S. Post Office

<http://www.usps.com/employment/>

Department of Personnel

433 W. Harrison, 4th Fl.

Chicago, IL 60604

312-983-8422

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<http://www.state.il.us/cms>

Office of the Secretary of State

Department of Personnel
17 N. State St., 12th Fl.
Chicago, IL 60602
312-793-5515

Illinois Department of Natural Resources: <http://dnr.state.il.us/>

The Department of Natural Resources' mission is 'to manage, protect, and sustain Illinois' natural and cultural resources; provide resource-compatible recreational opportunities; and promote natural resource-related public safety, education, and science.'

Positions: Internships

Illinois State Police- Forensic Services: <http://www.isp.state.il.us/>

Forensic scientist trainees will receive comprehensive instruction in the use of the most advanced science technology as well as procedures for analyzing evidence. The length of the program will vary and depend on the ability of the trainee.

Positions: Internships

Requirements: Undergraduate degree in forensic science or a natural science, willing to travel, Illinois resident preferred, and passing the exam.

COOK COUNTY/ILLINOIS

Cook County provides quality service and is always looking to better the county for its 5 million residents. The County employs 27,000 workers. The majority of job openings are in health care. However, applicants from civil engineering, accounting, criminal justice, or who are bilingual are also sought. Resumes are not to be sent blindly but rather in response to an opening. The application is on-line. You must bring in your application in-person. If you have specific questions, please call the office directly at 312-603-6598.

Requirements: Resident of Cook County. New employees have 6 months from date of hire to establish residency. See current job postings at <http://www.co.cook.il.us/employment.htm>

Cook County Bureau of Human Resources

County Building, Room 834

118 N. Clark St.

Chicago, IL 60602

312-603-6598

312-603-5255 TDD

Cook County Police & Corrections Merit Board

69 W. Washington St., Suite 1100

Chicago, IL 60602

312-603.0170

*Note: Call for dates of application distribution

CITY OF CHICAGO

The Department of Personnel facilitates the effective delivery of City services through the provision of a professional human resource management program serving all City departments. The work of this program encompasses an effort coordinated with each department to attract, develop, and retain effective City employees.

Requirements: Resident of City of Chicago at time of application

Jobs and internships can be found on the city's website.

www.cityofchicago.org/personnel

Public Service Intern Program

The City of Chicago is looking for enthusiastic students who are interested in gaining an edge in the employment market by obtaining valuable, professional work experience in municipal government while earning course credit through an unpaid internship experience (There are a few paid internships in the mayor's office).

Any questions can be directed to the Recruitment Division of the Department of Personnel, Room 1100, City Hall, 121 N. LaSalle St., Chicago, IL 60602, 312-744-4083.

Chicago Transit Authority: <http://www.transitchicago.com/>

Consisting of the 2nd largest transit agency in the country, Chicago Transit Authority provides bus and rail service to the city of Chicago and 38 neighboring communities. Contact: Jose Mendoza

Positions: Accounting, Engineering, IT, Internships

Human Resources

P.O. Box 3555

Chicago, IL 60654

312-664-7200

<http://transitchicago.com/business>

City of Chicago Department of Personnel

City Hall, Room 100

121 N. LaSalle St.

Chicago, IL 60602

312-744-9565

312-744-1369 automated listing

www.cityofchicago.org (click on City Departments and then Employment)

City of Chicago Park District

Chicago Park District parks are the most popular destinations for fun and recreation in Chicago. Whether it is ice-skating, concerts, kid classes or even planting butterfly gardens, you can do it all at the Chicago Park District! Contact: Wesley Morgan, ph: 312-742-4642,

wes.morgan@chicagoparkdistrict.com

Positions: General park positions, Mechanical Engineering, Summer internships

Requirements: Chicago resident (waived for summer interns)

541 N. Fairbanks Court

Chicago, IL 60610

312-742-PLAY

<http://www.chicagoparkdistrict.com>

Chicago Public Schools

Department of Human Resources

125 S. Clark St., 1nd Fl.

Chicago, IL 60603

773-553-2690

1-800-593-5700 hotline

<http://www.cps-humanresources.org/>

CHICAGO INDEPENDENT AGENCIES

Metropolitan Water Reclamation District of Greater Chicago

Protecting the water quality of Lake Michigan is the Metropolitan Water Reclamation's main concern. The District is a separate government agency that serves the City of Chicago and 124 other suburban areas and owns one of the largest water reclamation plants in the world.

Positions: Engineering

Requirements: Examination

100 East Erie St., Room 101

Chicago, IL 60611

312-751-5600

<http://www.mwrdgc.dst.il.us>

<http://www.mwrd.org>

METRA (Metropolitan Commuter Rail Service)

547 W. Jackson Blvd., 1st Fl.

Chicago, IL 60661

312-322-8918

<http://www.metrarail.com>

*Note: pick up applications Monday through Friday 9:00 am-5:00 pm; return applications on Wednesdays only on the 12th Floor noon-5:00 pm.

FEDERAL JOB SEARCH IN WISCONSIN

<http://www.federaljobsearch.com/Wisconsin.asp>

U.S. Post Office

Department of Hiring
345 W. St. Paul Avenue
Milwaukee, WI 53203
(414) 287-1835

WISCONSIN AGENCIES

For a complete list of Wisconsin State agencies, please visit the following website:

http://www.wisconsin.gov/state/core/agency_index.html

Wisconsin Department of Administration (DOA)

DOA supports other state agencies and programs with services like centralized purchasing and financial management. The department also helps the governor develop and implement the state budget. The ultimate goal of the department is to offer Wisconsin residents the most efficient, highest-quality state government services possible.

<http://www.doa.state.wi.us/jobs/jobs.asp>

Department of Administration
101 East Wilson Street
Madison, WI 53702

Wisconsin Personnel Commission

The Wisconsin Personnel Commission has the authority to review a variety of personnel actions taken by the State of Wisconsin acting as an employer. Sections 230.44 and 230.45 of the Wisconsin Statutes provide the primary statutory bases for the Commission's functions. Proceedings before the Commission, a quasi-judicial administrative agency, typically fall within the category of either an appeal or a complaint.

<http://pcm.state.wi.us/home/links.htm>

Personnel Commission
Suite 110
5005 University Ave. Madison, WI 53705
(608) 266-1995

Office of the Secretary of State

The Office of the Secretary of State is headed by an elected Secretary of State, whose term of office is four years. Wisconsin's Constitution requires the Secretary of State to maintain the official acts of the Legislature and Governor, and to keep the Great Seal of the State of Wisconsin and affix it to all official acts of the Governor. In addition, the Office administers program responsibilities set forth in approximately 100 sections of the Wisconsin Statutes, including issuing notary public commissions; issuing notary authentications and apostilles; recording annexations and charter ordinances of municipalities; registering trade names and trademarks; publishing legislative acts; filing oaths of office; and filing deeds for state lands and buildings.

www.sos.state.wi.us

Office of the Secretary
30 W. Mifflin, 10th Floor
Madison, WI 53702
608-266-8888

Wisconsin Department of Natural Resources

The Department of Natural Resources is dedicated to the preservation, protection, effective management, and maintenance of Wisconsin's natural resources. It is responsible for implementing the laws of the state and, where applicable, the laws of the federal government that protect and enhance the natural resources of our state. It is the one agency charged with full responsibility for coordinating the many disciplines and programs necessary to provide a clean environment and a full range of outdoor recreational opportunities for Wisconsin citizens and visitors.

<http://www.dnr.state.wi.us/employment/>

Wisconsin Department of Revenue

<http://www.dor.state.wi.us/hrs/index.html>

Wisconsin Department of Revenue
2135 Rimrock Road, P.O. Box 8933 Mail Stop 624-A
Madison, WI 53708-8933
Telephone: (608) 266-6466
FAX: (608) 266-5718

MILWAUKEE COUNTY/WISCONSIN

Logical top-level organization for Milwaukee County. Ultimate parent organization for all Milwaukee County organizations. Milwaukee County Government provides high-quality, responsive services that enhance self-sufficiency, personal safety, economic opportunity and quality of life for all its people. For a complete list of County's agencies, please visit <http://www.milwaukeecounty.org/>

Career opportunities in Milwaukee County are found on the following website:

<http://www.mcdhr.org/careers1.htm>

Milwaukee County Department of Human Resources

The Department of Human Resources is responsible for the human resources needs of employees and departments and for the recruitment, classification, compensation, employee relations, benefits, and retirement system functions of Milwaukee County. The Department of Human Resources provides Milwaukee County government with an equitable and effective system for the recruitment, classification, development, and retention of a competent and culturally-diverse workforce through the timely creation of appropriate eligible lists; the maintenance of competitive compensation, benefits, and pension programs; the training of County employees; and the strict adherence to Federal, State, and County laws, regulations, and policies.

901 N. 9th Street
Courthouse, Room 210
Milwaukee, WI 53233-1458
414-278-4143
414-223-1379
<http://www.mcdhr.org/careers1.htm>

Milwaukee County Department of Parks, Recreation and Culture

The Department administers and operates the Milwaukee County Park System which spans almost 15,000 acres and encompasses 139 parks and parkways, beaches, extensive roadways, picnic areas, and the Oak Leaf Recreational Trail. Major facilities include swimming pools and family aquatic centers, golf courses, athletic fields, tennis courts, boat launching sites, the McKinley Marina, senior and recreation centers, pavilions, Wehr Nature Center, Boerner Botanical Gardens, and the Mitchell Park Horticultural Conservatory.

9480 Watertown Plank Road
Wauwatosa, WI 53226
414-257-6100
<http://www.countyparks.com/employment/index.html>

Milwaukee County Zoo

Vacancies are posted at http://www.milwaukeezoo.org/students_work.html

Milwaukee County Department of Labor Relations

Pursuant to Chapter 79 of the Milwaukee County Ordinances, this department has the general responsibility for negotiating and administering all collective bargaining agreements. The department must establish labor relations training programs for supervisory staff and conduct, on behalf of Milwaukee County, all procedures ordered by the Wisconsin Employment Relations Commission, U. S. Department of Labor, or the Wisconsin Department of Industry, Labor and Human Relations. All matters relating to labor relations introduced to the County Board are normally referred to the Department of Labor Relations for recommendation.

901 North 9th Street
Courthouse, Room 302
Milwaukee, WI 53233-1458

CITY OF MILWAUKEE

Department of Employee Relations

Employment opportunities can be found on the city's website.
www.ci.mil.wi.us/departementofemployee323.htm

Department of Employee Relations
Room 706, City Hall
200 East Wells Street
Milwaukee, Wisconsin 53202-3554

Phone: 414.286.3751
Fax: 414.286.0800
TDD 414.286.2960

Milwaukee County Transit System

The Transit Operations Program includes all activities necessary for the efficient, day-to-day management and operation of the Milwaukee County Transit System, including fiscal oversight for the Paratransit Program, by Milwaukee Transport Services, Inc., a private non-profit corporation under contract with Milwaukee County.

1942 North 17th Street
Milwaukee, Wisconsin 53205
(414) 344-4550
<http://www.ridemcts.com>

Fire and Police Commission

200 E. Wells Street, Room 706
Milwaukee WI 53202
414-286-5071

www.city.milwaukee.gov/fireandpolicecommiss312.htm

Milwaukee Water Works

The Milwaukee Water Works is a self-financing business enterprise of the City of Milwaukee. The utility is operated 24 hours a day, 365 days a year. In 2003, the utility pumped and distributed 46.1 billion gallons of water to 831,000 people in Milwaukee and 14 neighboring suburbs. The Milwaukee Water Works' 350 trained, professional, and dedicated employees in water treatment, distribution, engineering, customer service, and administration, are committed to providing a reliable supply of superior quality water.

Room 409
Zeidler Municipal Building
841 N. Broadway
Milwaukee, WI 53202
Phone: (414) 286-2830
Fax: (414) 286-2672

<http://www.mpw.net/Pages/WaterWorks.html>

Milwaukee Public Schools

The staff at Milwaukee Public Schools knows that quality teaching will result in higher student achievement; that educating students means more than instruction; and that children learn and achieve more when they are cared for, when they are safe, and when they have a healthy well-being. Therefore, the Milwaukee Public Schools strives to establish strong and true partnerships with parents and all those in the community who influence and affect students and their families.

<http://cms.milwaukee.k12.wi.us/pages/mps>

Department of Human Resources
Central Services - Room 124
5225 West Vliet Street
Milwaukee, WI 53208
(414) 475-8224

MILWAUKEE INDEPENDENT AGENCIES

Milwaukee Metropolitan Sewerage District

The Milwaukee Metropolitan Sewerage District is a state-chartered, government agency providing wastewater services for 28 municipalities. The District's 420-square-mile service area includes all cities and villages (except the City of South Milwaukee), within Milwaukee County and all or part of 10 municipalities in the surrounding counties of Ozaukee, Washington, Waukesha and Racine.

<http://www.mmsd.com/about/employment.cfm>

MMSD
260 W Seeboth St
Milwaukee, WI 53204
(414) 272-5100

Lake Express

Lake Express links the cities of Milwaukee, Wisconsin and Muskegon, Michigan. The high speed Lake Michigan crossing will take just two and one-half hours, saving passengers a lengthy drive through heavily congested Chicago. Lake Express is a modern, efficient, proven transportation solution alleviating traffic hassles while saving you valuable time.

<http://www.lake-express.com/contact/employment.aspx>

Lake Express
2330 S. Lincoln Memorial Dr.
Milwaukee, WI 53207
866-914-1010
812-941-9994

Additional Government Jobs Websites:

http://www.fedworld.gov/	Fedworld Homepage
http://federaljobs.net/	Federal Jobs Net
http://www.govtjobs.com/	Government Jobs
http://jobsearch.about.com/	U.S. Government Job Fairs
http://jobsearch.usajobs.opm.gov/	USAJOBS
http://www.dol.gov/21cw/	U.S. Department of Labor
http://www.vault.com tion Vault	Government and Non Profit Career and Job Informa-
http://ourpublicservice.org/OPS/ Jobs	Partnership in Public Service: Red, White, and Blue
http://www.careersingovernment.com/	Careers in Government

Tips on Understanding Federal Vacancy Announcements and Applying for Federal Jobs *by Elda Schwartz, a certified Federal Resume Writer, NCDCA Career Convergence, May 2005*

Reading a Federal Vacancy Announcement

Although there is variation in how the information is presented, all federal vacancy announcements contain categories similar to the following:

- *Vacancy Announcement Number* – Each announcement has a unique number that needs to be included in the application and on each KSA (Knowledge, Skills and Abilities) statement.
- *Opening and Closing Dates* - The closing date is generally the date by which the application must be received, not the date of the post mark. It will be specified in the announcement.
- *Position Title, Series and Grade Range*: The Position Title is listed in the vacancy announcement. The Series and Grade Range is the federal government's system for defining jobs and establishing the rate of annual pay. The promotion potential is included in the vacancy announcement as well as the number of vacancies for the position being posted. Most federal jobs are in the GS (General Schedule) pay system and there is a way to look at locality pay on the following website:
<http://www.opm.gov/oca/05tables/html/gs.asp>
- *Duty Location*: Read this information carefully. The duty location is often in a different location than the personnel office.
- *Area of Consideration or Who May Apply* - If an announcement says "status only," the position is only open to current permanent or former federal employees who have achieved competitive status.

Major Duties is very important that key words and phrases mentioned in this section be reflected in your application. A good way to simplify the requirements is to open a Word document and copy and paste the duties into the Word document. Separate the duties. In the space between the duties make notes about the skills and experiences that you have that correspond to that duty. This will help to ensure that you remember to include accomplishments related to each duty when you complete your application.

- *Qualifications Required* – These are often stated as Knowledge Skills and Abilities (KSAs). They may be called Selective Placement Factors or Quality Ranking Factors. It is essential that they be thoroughly addressed in a separate section of your application. Your application may be rated and ranked against these criteria.
- *How to Apply* - This section clearly states all of the material that should be included in your application package. In most cases, an incomplete package will not receive consideration. Method of acceptable delivery is also stated. Some agencies have their own application form that must be completed. However, in most cases, individuals still have the choice of using the OF-612, Optional Application for Federal Employment, or a resume that contains all requested information. Creating a Federal Resume offers the most flexibility in displaying your information in an attractive format.

Other items listed in the announcement may include specific details under the following headings:

For Further information (a contact person and number is included)

Requires background investigation

Frequent Travel may be required

New appointment probationary period

Relocation expenses

Creating a Federal Resume

A Federal Resume requires specific information that is not generally included on a private sector resume. Therefore, federal resumes are frequently 2-5 pages longer than a private sector resume. In addition to your name, address and phone number, you should include the information requested on the OF 510 as a check list to ensure that your application package is complete. The OF 510 is the Office of Personnel Management's (OPM's) official brochure "Applying for a Federal Job"

<http://www.opm.gov/forms/pdfimage/of0510.pdf>

Using a resume format instead of the OF-612 gives you the opportunity to showcase your competencies in a "Skills Summary" at the top of the resume. Use the Skills Summary to highlight your most outstanding qualifications for this specific position. A well written Skills Summary will encourage the reviewer to thoroughly read the rest of your application package.

The next section will be either "Education" or "Work Experience" depending on which category you believe is stronger. Recent graduates often put their education first. Work experience is usually presented with the most recent experience listed first. Just like with a private sector resume, be sure to describe your work in terms of accomplishments using key words from the vacancy announcement. Salary level and contact information for a supervisor is required for each work location.

Examples of federal resumes can be found on the OPM website www.usajobs.gov in tutorial format and on the following websites:

<http://gwired.gwu.edu/partnership/applying>

<http://www.2.ari.net/fedjobs/sample.html>

http://www.21stcenturyresumes.com/executive_resume_example_1.htm

<http://www.resume-place.com/index.html>

Writing Knowledge Skills and Ability (KSAs) Statements

Each KSA (sometimes called a Quality Ranking Factor, Qualification Required or Selective Placement Factor) listed on the vacancy announcement must be addressed on a separate sheet of paper in your application packet. Your name and the announcement number should appear at the top of each page. Unless otherwise specified in the vacancy announcement, each statement should be ½ to a full page. The statement can be written in the first person singular (I statements) and should give a clear picture of the extent of your knowledge, skills and ability. You can include relevant work experience, volunteer experience and education. Using the following CCAR model may help you organize your thoughts:

C for **Context** – First, you need to set the context for the accomplishment you are going to describe

C for **Challenge** – What was the challenge?

A for **Actions** – What steps did you take to meet the challenge? What was actually done?

R for **Results** – What were the results of the actions?

Examples of KSAs can be found at the OPM website in the tutorial www.usajobs.gov

Additional Resources

“The Federal Resume Guidebook” by Kathryn Troutman www.resume-place.com

CAREER SERVICES CENTER—www.marquette.edu/csc

Career Gateway—look for the blue box on the main page, top right.

Check out the Online Services below on the Gateway!

1) Golden Eagle Search

This Job Search Portal has **over 5 million national** job postings that come from corporate web sites, job boards, education, government, newspaper and recruiting websites. Jobs are collected from all industries, disciplines, and regions.

3) Career Alumni Network

The Career Alumni Network, can assist you in many ways; whether you are researching career fields or seeking a position in a particular state, industry, or organization.

4) ReferenceUSA

Reference USA is a database of 12 million companies and organizations. It is searchable by geographic location, SIC codes, company size, etc.