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This unique electronic book on CD-ROM presents a valuable collection of official Labor Department advice guides and documents about creating an effective resume and cover letter of introduction, finding and applying for jobs, evaluating offers, plus getting a job with the federal government. In addition, there is a complete reproduction of the the latest edition of the Occupational Outlook Handbook, 2010-2011, produced by the U.S. Department of Labor Bureau of Labor Statistics (BLS). Finding-and getting-the job you want can be a challenging process, but knowing more about job search methods and application techniques can increase your chances of success. And knowing how to judge the job offers you receive makes it more likely that you will end up with the best possible job. Resumes and application forms give employers written evidence of your qualifications and skills. The goal of these documents is to prove-as clearly and directly as possible-how your qualifications match the job's requirements. Do this by highlighting the experience, accomplishments, education, and skills that most closely fit the job you want. Gathering information. Resumes and application forms both include the same information. Topics covered include: Purpose of a Resume; The Importance of the Career Decision Making Process; Resume Formats and Types; Sample Chronological Resume; Sample Functional Format; Sample Combination Resume; Special Resume Formats; Resume Comparison Charts (Advantages, Disadvantages, Best Used by); Paper Resumes; Scannable Resumes: Electronic Resumes; Sections of a Resume - Contact Information, Career Objective Statement, Summary of Qualifications, Experience, Employment History, Education Training; Career Objective Statement; Writing Summary of Qualifications Statements; Action Verbs to Describe Accomplishments; Employment History; Documenting Education and Training; What Not to Include on a Resume; Writing Draft Resume; Ways to Market Your Resume; Sources of Education, Training, and Financial Aid; Finding and Applying for Jobs and Evaluating Offers; Strategies for an Effective Job Search - setting personal goals, getting organized, planning for an effective job search, analysis of job announcements and ads for critical information, filling out application forms and taking employment tests, understanding how to research potential employers, writing effective resumes, translating military experience into job skills, write effective cover letters, resume checklists, writing cover letters, cover letter guidance, interviews, presenting your 30 second commercial, dressing appropriately, sharpening listening skills, interpret body language, answering questions, asking questions of the employer, evaluating the interviews, analysis of rejections, How to Get a Job in the Federal Government, agencies with the most employment, distribution of federal workers, GS levels, contacting agency offices, sources of openings, federal job titles by college major, resumes with a federal twist, jobs for students and recent graduates, tips for career changers, KSAs - knowledge, skills, and abilities statements, extensive information for military members and veterans transitioning to the private sector, five steps to a Federal job, and more.

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