Making the Difference
Finding and Applying for Federal Service Opportunities

Insert School Name
February 24, 2012
The Partnership is a nonprofit, nonpartisan organization that is dedicated to revitalizing our federal government by inspiring a new generation to serve and by transforming the way government works.
Call to Serve is a joint effort of the Partnership and the Office of Personnel Management that is committed to reestablishing links between college campuses and federal agencies, and educating students about federal employment opportunities.

Find out more at calltoserve.org
Agenda

★ Why Federal Opportunities?
  • A Job for Every Interest
  • Benefits of Government Service
  • Where the Jobs Are

★ Find the Right Fit
  • Do Your Homework
  • Web Resources
  • Student Programs

★ How to Apply
  • Search for Positions
  • Build Your Federal Resume
  • Assessments
PROFILED: Real Federal Employees

- **Saskia van Gendt**
  - U.S. Environmental Protection Agency, Region IX

- **Alain D. Carballeyra**
  - U.S. Department of the Air Force, 59th Medical Wing

- **Nicole Faison**
  - U.S. Department of Housing and Urban Development

- **Subhashree Madhavan**
  - National Institutes of Health
Why Federal Service?

- Make a difference
- Engage in challenging and interesting work
- Enjoy work/life balance
- Excellent advancement opportunities
- Great benefits package
Benefits of Federal Service

★ Student loan repayment assistance
  • Up to $10,000 per year
  • In 2009, 36 agencies provided 8,454 employees with $61.8 million in assistance

★ Flexible schedules and generous vacation time

★ Training and professional development

★ Competitive health and retirement benefits
Federal Pay and Advancement

★ General Schedule (GS) pay scale
  • Grades 1-15
  • Each grade has 10 steps
  • Varies by geographic location
  • Yearly Cost of Living Increase (COLA)
  • Negotiate within the grade for a higher step

★ Other pay scales
  • Information technology, engineering, etc.
  • Contact the agency for more details
### General Schedule (GS) Grade Criteria

<table>
<thead>
<tr>
<th>Grade</th>
<th>Qualifying education</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS-5</td>
<td>4 academic years above high school leading to a bachelor’s degree OR a bachelor’s degree</td>
</tr>
<tr>
<td>GS-7</td>
<td>Bachelor’s degree with one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Class standing (upper third of class)</td>
</tr>
<tr>
<td></td>
<td>• 3.0 or higher GPA; 3.5 or higher GPA in major</td>
</tr>
<tr>
<td></td>
<td>• Honor society membership</td>
</tr>
<tr>
<td>GS-9</td>
<td>Master’s degree (or equivalent)</td>
</tr>
<tr>
<td>GS-11</td>
<td>Doctorate degree or J.D.</td>
</tr>
</tbody>
</table>

GS-5 and GS-7 are considered “entry level”

Source: opm.gov/qualifications/SEC-II/s2-e5.asp
### Selected 2011 Starting Salaries

<table>
<thead>
<tr>
<th>City</th>
<th>GS-5</th>
<th>GS-7</th>
<th>GS-9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>$32,722</td>
<td>$40,534</td>
<td>$49,581</td>
</tr>
<tr>
<td>Chicago</td>
<td>$34,316</td>
<td>$42,508</td>
<td>$51,995</td>
</tr>
<tr>
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<tr>
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<td>$35,309</td>
<td>$43,738</td>
<td>$53,500</td>
</tr>
<tr>
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<td>$37,073</td>
<td>$45,923</td>
<td>$56,172</td>
</tr>
<tr>
<td>Washington, D.C.</td>
<td>$34,075</td>
<td>$42,209</td>
<td>$51,630</td>
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Source: [http://opm.gov/oca/11tables/indexGS.asp](http://opm.gov/oca/11tables/indexGS.asp)
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<td>$62,467</td>
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Source: [http://opm.gov/oca/11tables/indexGS.asp](http://opm.gov/oca/11tables/indexGS.asp)

Possible career progression over a 2-3 year period.
Where the Jobs Are: By Location

Only 16% in the Washington, D.C. metro region

Plus 50,000 jobs overseas!
Where the Jobs Are: By Occupation

In 2009, roughly 103,631 people were hired into the federal government at the entry-level (GS-5, GS-6, GS-7, GS-8, GS-9) into the following occupations:

<table>
<thead>
<tr>
<th>Occupation</th>
<th># Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business and Accounting</td>
<td>12,802</td>
</tr>
<tr>
<td>Legal</td>
<td>11,064</td>
</tr>
<tr>
<td>Medical and Public Health</td>
<td>11,005</td>
</tr>
<tr>
<td>Biology/Natural Resources</td>
<td>7,614</td>
</tr>
<tr>
<td>Social Sciences/Liberal Arts</td>
<td>4,254</td>
</tr>
<tr>
<td>Engineering and Architecture</td>
<td>3,696</td>
</tr>
<tr>
<td>Education</td>
<td>1,527</td>
</tr>
<tr>
<td>Information Technology</td>
<td>1,522</td>
</tr>
</tbody>
</table>

Source: fedscope.opm.gov
Agenda

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• A Job for Every Interest
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• Where the Jobs Are

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• Do Your Homework
• Web Resources
• Student Programs

★ How to Apply
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• Build Your Federal Resume
• Assessments
Do Your Homework

Legal, Executive, Judicial

Department
Agency 1
Agency 2
Agency 3

Department
Agency 1
Agency 2
Agency 3

Department
Agency 1
Agency 2
Agency 3

Department
Agency 1
Agency 2
Agency 3

Department
Agency 1
Agency 2
Agency 3

Independent Agencies and Government Corporations
Use these resources to target agencies of interest:

- Makingthedifference.org
- Wherethejobsare.org
- Bestplacestowork.org
- USAJOBS.gov
- USA.gov
- Individual agency websites
Web Resources

- 18 interest-specific career guides
- Agency profiles
- Application and federal resume tips
- Security clearances information
- Student loan repayment information
- Profiles of young feds

Engineering Jobs
IN THE FEDERAL GOVERNMENT

Engineering Positions
In the Federal Government by Region

Examples of Lab Opportunities
NATIONAL LABORATORIES JOB OPPORTUNITIES
Students with advanced degrees in engineering can also find opportunities at world-renowned National Laboratories. Find the complete list of the major National Laboratories at makingthedifference.org.

Search for internships at:
makingthedifference.org/federalinternships

WHAT CAN YOU DO WITH A DEGREE IN ENGINEERING?
- General Engineering
- Civil Engineering
- Mechanical Engineering
- Electrical Engineering
- Electronics Engineering
- Aerospace Engineering
- Industrial Engineering
- Nuclear Engineering
- Computer Engineering
- Biomedical Engineering
- Soil Engineering
Find more: www.usajobs.gov/123-xsp

It’s not just making a living, it’s making the difference
Welcome to the 2009 Edition of Where the Jobs Are

Where the Jobs Are is the only comprehensive projection of hiring needs for critical occupations in the federal government. This edition is the third in an ongoing series produced by the Partnership for Public Service, covering fiscal years 2010 through 2012, and updating information in the 2005 and 2007 reports.

Most federal hiring will be concentrated in five professional fields:

- Medical & Public Health
- Security & Protection
- Compliance & Enforcement
- Legal
- Program Management

Top Areas Where Government Is Hiring

Medical and Public Health

Occupational areas and positions include physician (all disciplines), nursing, dietician/nutrition, occupational and rehabilitation therapy, radiology, pharmacy, industrial hygiene and consumer safety.

- 54,114 projected hires

Security and Protection

Occupational areas and positions include intelligence analysis, international relations, foreign affairs, security administration, transportation security.

- 52,077 projected hires
### Social Security Administration

**Mission:** To deliver Social Security services that meet the changing needs of the public. The agency's responsibilities include assigning Social Security numbers to U.S. citizens, maintaining earnings records for workers under their Social Security numbers and administering the Supplemental Security Income program for the aged, blind and disabled.

### Scores and Rankings

<table>
<thead>
<tr>
<th>Index Score</th>
<th>Score</th>
<th>Rank of 32</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Index Score</td>
<td>71.6</td>
<td>6</td>
</tr>
</tbody>
</table>

#### Best in Class Scores

<table>
<thead>
<tr>
<th>Best in Class Scores</th>
<th>Score</th>
<th>Rank (out of varied totals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Skills/Mission Match</td>
<td>81.3</td>
<td>3 of 28</td>
</tr>
<tr>
<td>Strategic Management</td>
<td>62.1</td>
<td>4 of 28</td>
</tr>
<tr>
<td>Teamwork</td>
<td>69.9</td>
<td>6 of 28</td>
</tr>
<tr>
<td>Effective Leadership</td>
<td>56.3</td>
<td>12 of 28</td>
</tr>
<tr>
<td>Effective Leadership - Empowerment</td>
<td>48.0</td>
<td>17 of 28</td>
</tr>
<tr>
<td>Effective Leadership - Fairness</td>
<td>55.0</td>
<td>10 of 28</td>
</tr>
<tr>
<td>Effective Leadership - Leaders</td>
<td>55.8</td>
<td>4 of 28</td>
</tr>
<tr>
<td>Effective Leadership - Supervisors</td>
<td>61.8</td>
<td>21 of 28</td>
</tr>
<tr>
<td>Performance Based Rewards and Advancement</td>
<td>48.1</td>
<td>9 of 28</td>
</tr>
<tr>
<td>Training and Development</td>
<td>63.3</td>
<td>5 of 28</td>
</tr>
<tr>
<td>Support for Diversity</td>
<td>60.4</td>
<td>7 of 28</td>
</tr>
<tr>
<td>Pay</td>
<td>72.1</td>
<td>6 of 28</td>
</tr>
<tr>
<td>Family Friendly Culture and Benefits</td>
<td>39.4</td>
<td>15 of 28</td>
</tr>
<tr>
<td>Work/Life Balance</td>
<td>61.7</td>
<td>15 of 28</td>
</tr>
</tbody>
</table>

#### Scores by Demographic

<table>
<thead>
<tr>
<th>Demographic</th>
<th>Score</th>
<th>Rank (out of varied totals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>73.5</td>
<td>5 of 29</td>
</tr>
<tr>
<td>Male</td>
<td>73.7</td>
<td>5 of 29</td>
</tr>
</tbody>
</table>
Web Resources

Federal Employment Information Fact Sheets: Federal Jobs by College Major

To help you choose the right career field, we have prepared the following table that groups Federal jobs that are often filled by college graduates with appropriate academic majors. As you study the table, please keep these facts in mind: (1) The jobs listed under each major are usually examples, not an all-inclusive list. (2) Many jobs do not require a college degree; job-related experience is just as good. And (3), you can qualify for a large number of administrative jobs with a degree in any academic major. To illustrate this third point, we are leading off the table with a list of some of the most popular jobs for which any major is qualifying.

**ANY MAJOR**
Environmental Protection
Civil Rights Analyst
Personnel occupations
Administrative Officer
Management Analyst
Logistics Management
Paralegal Specialist
Contract Representative
Claims Examining
Public Affairs
Writing and Editing
Internal Revenue Officer
Contract Administration
General Investigator
Air Traffic Controller
Supply Management

**ACCOUNTING**
Accountants
Auditors
Contract Specialists
Financial Managers
Financial Administrators
Financial Institution Examiners
GAO Financial Auditors
Intelligence Specialists
Internal Revenue Agents

**AGRICULTURE**
Soil Conservationists
Agricultural Commodity Graders
Agricultural Engineers
Agricultural Mgmt. Spec.
Agricultural Program Spec.
Agricultural Market Reporters
Agricultural Marketing Spec.
Foreign Agriculture Affairs Specialists

**AGRONOMY**
Agronomists
Agricultural Mgmt. Spec.
Soil Conservationists
Soil Scientists

**ANTHROPLOGY**
Anthropologists
Museum Curators
Museum Specialists
Program Analysts
Management Analysts

**ARCHAEOLOGY**
Archaeologists
Museum Curators
Museum Specialists

**ARCHITECTURE**
Architects
Construction Analyts
Construction Control Inspector,
Landscape Architects
Naval Architects
Program Analysts

**ARTS, FINE AND APPLIED**
Arts Specialists
Audio-Visual Production Specialists
Recreation and Creative Arts Therapists
Exhibits Specialists
General Arts and Information Specialists
Illustrators
Photographers
Visual Information Specialists

**ASTRONOMY**
Astronomers and Space Scientists

**AVIATION**
Air Safety Investigators
Air Traffic Controllers
Aircraft Operators
Aviation Safety Inspectors
Air Navigators
Aircrew Technicians

**BIOLOGY**
General Biological Scientists
Entomologists
Fishery Biologists
Microbiologists
Range Conservationists
Wildlife Biologists
Zoologists

**BOTANY**
Agronomists
Botanists
Forestry Technicians
Geneticists
Horticulturists
Plant Pathologists
Plant Physiologists
Plant Protection and Quarantine Specialists
Range Conservationists

**BUSINESS**
Budget Analysts
Business and Industry Spec.
Commissary Store Managers
GAO Analyst
Import Specialists
Internal Revenue Officers
Miscellaneous Administrative and Programs Specialists
Quality Assurance Specialists
Trade Specialists

[Download the PDF file](#)
Web Resources
Student Programs

Student Temporary Employment Program (STEP)

★ Description
  • Similar to a traditional internship
  • Great program for a summer or short-term experience

★ Eligibility
  • To be eligible you must be in high school, college, vocational school or graduate school

★ Additional
  • Always paid, usually at a GS-2/3 for an undergraduate student
  • Length of the experience is set by the agency
  • Does not have to be related to the field of study
  • Not required to be posted on USAJOBS.gov
Student Programs

Student Career Experience Program (SCEP)

★ Description
  • A student works in an area related to what he or she is studying

★ Eligibility
  • Student must be enrolled in an accredited degree granting institution
  • An agency must form an agreement with the student’s institution

★ Additional
  • Always paid
  • If a student works 640 hours (or less depending on academic achievement or prior experience), at the completion of the internship, he or she may be eligible to be hired into an agency non-competitively
  • Not required to be posted on USAJOBS.gov
Presidential Management Fellows Program (PMF)

★ Description
- Government’s most prestigious fellowship program
- Students complete a 2-year rotation with developmental assignments and formal training
- Nominated by your campus in the fall semester

★ Eligibility
- Student who has just completed an advanced degree
- Apply during fall of final year

★ Learn more at www.pmf.gov
Student Pathways Into Government

★ Executive order on December 27, 2010
★ Announced Student Pathways Programs:
  • Internship Program
  • Recent Graduates Program
  • Presidential Management Fellows Program
Student Pathways Into Government

CURRENT PROGRAMS

- STEP and SCEP
- Federal Career Internship Program (FCIP)
- Presidential Management Fellows Program

ANNOUNCED PROGRAMS

- Internship Program
- Recent Graduates Program
- Presidential Management Fellows Program

(ENDED MARCH 1st)

PRTNERSHIP FOR PUBLIC SERVICE
**New Student Pathways Programs**

**Internship Program:**
- Paid opportunities while still in school
- Agencies may convert eligible participants to full-time employment

**Recent Graduate Program:**
- Apply within 2 years of receiving degree
- Veterans can apply within six years of receiving a degree if they have been actively serving in the military

**Presidential Management Fellows Program:**
- The recruiting calendar will be adjusted to better align with academic calendars
- Open to advanced degree students within two years of graduation
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★ How to Apply
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Impact of Hiring Reform on Your Application

- As per a memorandum issued by President Obama last May, agencies were required to implement the following changes by November 1, 2010:
  - Eliminate KSAs from the initial application process
  - Allow individuals to apply with a résumé and cover letter
  - Improve the quality and speed of hiring
  - Notify applicants about their status during the process
- Visit opm.gov/hiringreform for additional information
Overview of the Application Process

To find and apply for a federal job, follow these steps online:

1. Search for specific positions
2. Create your federal resume
3. Complete application questionnaires
4. Submit the complete application by deadline
5. Follow up with the agency contact
Where to Search for Positions

- USAJOBS.gov
- Agency Websites
- Your career development center
- Popular job/internship search engines
Search for Positions
Search for Positions

Refine your results by selecting one or more of these categories.

Sign up for email alerts or the RSS Feed for your search.
Reading a Vacancy Announcement

Job Title: Medical Support Assistant
Department: Department Of Veterans Affairs
Agency: Veterans Health Administration
Job Announcement Number: V2-11-NRT-425309

Salary Range: $27,990.00 - $40,706.00/year
Open Period: Friday, January 28, 2011 to Friday, February 04, 2011
Series & Grade: GS-0679-04/05
Position Information: Full Time Career/Career Conditional
Promotion Potential: 05
Duty Locations: 0001 vacancies - Columbia, MO
Who May Be Considered: United States Citizens

Job Summary:
Vacancy ID: V2425309 (Include on all documents).

To fulfill President Lincoln’s promise – “To care for him who shall have borne the battle, and for his widow, and his orphan” – by serving and honoring the men and women who are America’s Veterans. How would you like to become a part of a team providing compassionate care to veterans?

YOU CAN MAKE A DIFFERENCE

Every job at the VA impacts the Veterans that we serve. You can be part of that team, helping to make sure that our Veterans receive the top-quality care they deserve.

VA professionals feel good about their careers and their ability to balance work and home life. VA offers generous paid time off and a variety of predictable and flexible scheduling opportunities. For more information on the Department of Veterans Affairs, go to http://www.vacareers.va.gov/.

Key Requirements:
- You must be a U.S. citizen to apply for this job.
- You will be subject to a background/suitability investigation.
- Designated and/or random drug testing may be required.
Reading a Vacancy Announcement

★ **Overview:** Summary of the organization’s mission and impact, plus a brief description of the job and its key requirements

★ **Duties:** Lists major duties and responsibilities of the position, adding more detail to the brief overview

★ **Qualifications and Evaluations:** Identifies skills and experience needed for the role and explains how applications will be assessed

★ **Benefits and Other Info:** Describes additional elements of the compensation package or perks associated with the job

★ **How to Apply:** Provides step-by-step instructions on how to apply and may include information on when/how applicants can expect to hear from the agency
Follow the “How to Apply” instructions closely – they may differ across agencies.

Reading a Vacancy Announcement

**HOW TO APPLY:**

**How do I Apply for this Position?**

You must apply through the online application system at www.USAGOBS.gov. Follow the prompts to register, answer a few questions and submit all required documents.

**QUALIFICATIONS:**

NOTE: Submission of a resume alone is not a complete application. This position may require the completion of additional forms and/or supplemental materials as described under the Required Documents section. Please carefully review the complete job announcement and the “How to Apply” instructions. Failure to provide the required information and/or materials will result in your application not being considered for employment.

Required supporting documentation must be submitted via mail, fax, e-mail or transferred from USAJOBS (uploaded).

All required supporting documentation MUST be received by the Consolidated Staffing Unit by 11:59 p.m., Eastern Standard Time, on the closing date of the vacancy announcement. You MUST include the vacancy announcement number on your supporting documentation.

**Basic Requirements:**

A. Degree of general proficiency or position title.

Paper applications: If applying online is impossible, please contact the Consolidated Staffing Unit at the telephone number below, prior to the closing date of the announcement for the alternate application procedure.

**Contact for Assistance in Applying Online:**

DOJ, Federal Bureau of Prisons
Consolidated Staffing Unit
346 Marine Forces Drive
Grand Prairie, TX 75051
E-Mail: GRA-HRM/ConsolidatedStaffingUnit@bop.gov
Phone: 972-352-4200 Fax: 972-352-4577

**REQUIRED DOCUMENTS:**

- Veterans’ Preference Documentation: Member Copy 4 of your DD-214 (Certificate of Discharge) or other official statement of service from your command if you are currently on active duty. An alternate is a document of receipt of a campaign badge or an expedition medal) that shows your honorable discharge. In addition, if you are a disabled veteran, a Purple Heart recipient, or widow/mother of a veteran, you should also include the spouse of a disabled veteran or the natural mother of a disabled or deceased veteran, you must submit a Standard Form (SF) 15, “Application for 10-Point Veteran Preference”, and the other required documentation identified on the reverse side of the SF-15 to support your preference claim.
- Official Statement of service from your command, if currently on active duty.
- Resume showing relevant experience (cover letter optional).
- In order to receive credit for experience contained in an uploaded resume, your employment must be documented in MM/YYYY format, from starting to ending dates including the number of hours worked per week. Failure to follow this format will result in possible disqualification.
- A college transcript (Note: If you are selected for this position, official transcript(s) will be required prior to your first day).
- SF-50 for proof of prior LEO coverage, if applicable.
- Federal Employment of People with Disabilities - Schedule A 213,3102(u) (Proof of Disability and Certification of Job Readiness) (Note: This form is generally the only form required for Federal Employees and Federal Family Members.

**AGENCY CONTACT INFO:**

CSU
Phone: 972-352-4200 Fax: 972-352-4577 Email: GRA-HRM/ConsolidatedStaffingUnit@bop.gov

Agency Information:
Federal Bureau of Prisons Consolidated Staffing Unit
346 Marine Forces Drive
Grand Prairie, TX 75051
Build Your Federal Resume
Build Your Federal Resume

- Federal resumes require more detail than standard resumes
- 1-5 pages in length
- On USAJOBS.gov you can store up to 5 resumes and tailor them for different positions
- Carefully review the job vacancy announcement or position description
- Focus on the “duties” or “responsibilities” section, and customize your resume accordingly by identifying and including key words and phrases
Build Your Federal Resume

Sections:
- Candidate information
- Work experience
- Education
- References
- Affiliations
- Desired locations
Federal and Non-Federal Résumés

Abraham Lincoln
1111 President Drive/ Washington, DC 20005
Evening Phone: 202 200 2222/ Email: alincoln@pastpresidents.com

Country of citizenship: United States of America
Veterans' Preference: No
Highest Grade: GS-02-1, 06/20XX-05/20XX
Contact Current Employer: Yes

AVAILABILITY
Job Type: Permanent
Temporary Promotion
Federal Career Intern

Work Schedule: Full Time

DESIRED LOCATIONS
US-DC-Washington/Metro
US-VA-Northern

WORK EXPERIENCE
Virginia Cooperative Extension
Fairfax, VA US
9/20XX - 4/20XX
Salary: 20 USD Per Hour
Hours per week: 40

Program Coordinator:
- Oversees three mentoring programs in limited resource communities
- Recruit, train, and manage 25 adult mentors and 30 youths
- Develop marketing and training materials for use in FMP programs and other county monitoring initiatives
- Write and manage program grants, hire outside contractors for grant implementation
- Communicate in Spanish with program participants and their families (Contact Supervisor: Yes, Supervisor's Name: Clyde Jackson, Supervisor's Phone: 702-324-5269)

U.S. Consulate (Department of State)
Milan, Lombardy Italy
6/20XX - 8/20XX
Grade Level: NA
Hours per week: 45

Political and Economic Section Intern, NA
- Researched and wrote regional economic and political briefs for US Ambassador's Milan consular district visits
- Worked with Italian professionals in regional chambers of commerce, banks, NGOs, and government offices to compile briefs
- Utilized Italian language skills and political and cultural knowledge in a variety of settings (Contact Supervisor: Yes, Supervisor's Name: Lisa Miller, Supervisor's Phone: State Dept in Wash. DC)

Department of State (Educational and Cultural Affairs)
Washington, DC US
9/20XX - 8/20XX
Grade Level: 02
Hours per week: 20

Intern than Public Affairs Assistant, GS
- Wrote articles in Bureau newsletter & press releases
- Drafted memoranda for the Undersecretary of State
- Supervised contractors on communications project
- Coordinated and pitched media for program publicity
- Assisted financial and budget information for use in ECA material (Contact Supervisor: Yes, Supervisor's Name: Nina Biehler, Supervisor's Phone: 202-203-7024)
Prepare for Assessments

★ Application Questionnaires

- Between 25-125 questions
- May include yes/no questions as well as experience-based questions
- **Tip:** Preview questions using a link found in the job vacancy announcement

9. The number of civic or social organizations (which have regular meetings and a defined membership) that I belong to is:

A. none  
B. 1  
C. 2 or 3  
D. 4 to 6  
E. 7 or more

10. In organizations to which I belong, my participation is best described as:

A. do not belong to any organizations  
B. not very active  
C. a regular member but not an office holder  
D. have held at least one important office  
E. have held several important offices

11. My previous supervisors (or teachers if not previously employed) would most likely describe my basic math skills as:

A. superior  
B. above average  
C. average  
D. below average  
E. do not know
Prepare for Assessments

★ Application Questionnaires
   • Between 25-125 questions
   • May include yes/no questions as well as experience-based questions
   • **Tip:** Preview questions using a link found in the job vacancy announcement

★ Essays
   • Knowledge, Skills and Abilities essays (KSA’s)
   • Typically a ½ page to a full-page in length
   • **Tips:** Address key words and phrases mentioned in the position description, use substantive examples, tie your personal experiences to each KSA, focus on outcomes to which you directly contributed, and avoid acronyms

Qualifications and Evaluations

**QUALIFICATIONS REQUIRED:**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Academic Background
- Knowledge of economics principles, theories, concepts, quantitative methods, and data analysis techniques.
- Ability and willingness to work in a developing country with limited modern conveniences.
- Ability to communicate effectively other than in writing.
- Ability to write persuasively and effectively in English.
- Ability to work in teams and achieve results.
Prepare for Assessments

★ Application Questionnaires
  • Between 25-125 questions
  • May include yes/no questions as well as experience-based questions
  • **Tip**: Preview questions using a link found in the job vacancy announcement

★ Essays
  • Knowledge, Skills and Abilities essays (KSA’s)
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★ Cover Letters
  • Additional opportunity to show how you fit
  • Contact the agency’s HR office
Stay on Top of Your Application

★ USAJOBS.gov
  - Track your status using the Application Manager

★ Agency Web sites
  - Contact the agency within two weeks after submitting your application to confirm its status
Security Clearances

- Some full-time positions will require applicants to go through the security clearance process, all require a general background check.
- Begin gathering relevant information now.
- Check out the SF-85 and SF-86 form.
- Tip: Be honest!
Wrap-up

★ Find the right fit for you
★ Be patient
★ Make a difference
Questions?
PARTNERSHIP FOR PUBLIC SERVICE

makingthedifference.org