



GENERAL SERVICES ADMINISTRATION Federal Supply Service Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The Internet address for GSA Advantage!™ is <http://www.fss.gsa.gov>

FSS 69 – Training Aids & Devices; Instructor-Led Training; Course Development & Test Administration; Contracting Curriculum

Contract #: GS-02F-0023S
Contract Period: September 15, 2005 through September 15, 2010

89 Mellor Avenue
Baltimore, MD 21228
P: (410) 744 4324
F: (703) 410 744-0112
Kathryn Troutman, President
Small, woman-owned business
www.resume-place.com

The Resume Place, Inc. is a Federal career training, publishing and individual consulting organization dedicated to helping job applicants get promoted or first time federal jobs, and to train career professionals in helping customers land federal jobs. Specializing in Federal career training in federal agencies for employees seeking career advancement, publication of resources and training aids, and providing one-on-one consulting to federal jobseekers.

CUSTOMER INFORMATION FOR ORDERING ACTIVITIES

1. Table of Awarded Special Item Number (s) with Appropriate Cross reference to Page Number(s).

SIN(s) AWARDED:

27-200 – Page 3-4

27-300 – Page 5-13

27-400 – Page 14-34

27-500 – Page 35

See Attached Detailed Price Sheet

2. ALL SIN(s) Maximum Order: *\$1,000,000.00.
3. MINIMUM ORDER LIMITATION: \$100.00
4. GEOGRAPHIC COVERAGE (DELIVERY AREA): Domestic, including AK, HI, Puerto Rico and US Territories. International - Worldwide.
5. Points of Production: Baltimore, MD / Washington, DC
6. Discount from list prices or statement of net prices: See attached exhibit.
7. Quantity Discounts: See attached exhibit.
8. Prompt Payment Terms: Net 30 days
- 9 a and b. The Resume Place, Inc. will accept the Government Commercial Purchase Card for all transactions.
10. Foreign Items: n/a
- 11a. Time of Delivery: Specified on task order and mutually agreed to by the ordering entity and vendor.
- 11b. Expedited Delivery: n/a
- 11c. Overnight and 2-day Delivery: n/a
- 11d. Urgent Requirements: n/a
12. F.O.B Point(s): Destination
13. Ordering Address: 89 Mellor Avenue, Baltimore, MD 21228
14. Payment address: 89 Mellor Avenue, Baltimore, MD 21228
15. Warranty Provision: n/a
16. Export Packaging Charges, if applicable: n/a
17. Terms and conditions of Government purchase card acceptance: n/a
18. Terms and conditions of rental maintenance, and repair: n/a
19. Terms and conditions of installation: n/a
20. Terms and conditions of repair parts indicating date of parts lists and any discounts from list price: n/a
21. List of Service and Distribution: 89 Mellor Avenue, Baltimore, MD 21228
22. List of Participating Dealers: n/a
23. Preventive Maintenance: n/a
24. Year 2000 (Y2K) compliant: YES
25. Environment Attributes: n/a
27. Data Universal Number System(DUNS) number: 08-366-6255
28. Registration in Central Contractor Registration (CCR) database is complete. YES

GENERAL SERVICE ADMINISTRATION OFFERED PRICE LIST

List of Contract and On-Site Courses and Prices

The Resume Place, Inc.™ is a consulting firm, which specializes in Federal employment and career training. In addition to group and individual consulting, The Resume Place, Inc.™ also publishes books and training aids to simplify and improve career advancement within the Federal government. Services may be of use to both Federal employees and career counselors. The Resume Place, Inc.™ is owned and operated by Kathryn K. Troutman, trainer and author of the first book on Federal resume writing, *The Federal Resume Guidebook*.

F.O.B. Points(s): Destination, including Hawaii, Alaska and Puerto Rico
 Payment: Resume Place will accept Government Purchase CARD, CCR Registered

SIN 27-200 – Prepared Printed Instructional Materials

Product Title	Quantity	Commercial Discount	GSA Discount	GSA Price
Ten Steps to a Federal Job – Jobseeker Guide 2nd Edition	1 or more	\$18.95	52%	\$9.10

Item List:

Jobseeker Guide 2nd Edition, Accompanying Workshop Handout to Ten Steps to a Federal Job by Kathryn K. Troutman; Publisher: The Resume Place Inc.; ISBN: 0964702541; published date: 2007; specifications: 120 pages, 8 ½ x 11, soft cover, two-color interior

Manufacturer: Federal Career Publishing
 Contractor: The Resume Place, Inc.

Product Detail:

Product: JOBSEEKER GUIDE 2ND EDITION, TEN STEPS TO A FEDERAL JOB
 NSN/Mfr Part #: 0964702541
 Mfr: FEDERAL CAREER PUBLISHING

Desc: *Jobseeker Guide 2nd Edition, Companion Workbook to the Ten Steps to a Federal Job, award-winning publication and Federal job search curriculum for jobseekers seeking federal jobs and promotions.*

More than 15,000 copies printed and distributed to Military Base Transition Centers for military personnel Transition Assistance Programs (TAP) and Spouse Employment Transition Programs. The Jobseeker Guide is the handout which accompanies the popular Ten Steps to a Federal Job Powerpoint program that is utilized by Certified Federal Job Search Trainers worldwide. The Jobseeker guide is easy to follow and covers the Ten Steps that a jobseeker follows to find federal jobs, analyze the announcements and write an excellent Federal Resume, Resumix and KSA narrative. This 141 page comprehensive guide (8 ½ x 11), is two-colors and easy to follow. The Guide includes activity sheets for popular resume writing exercises. It also includes listings of federal agencies, occupational titles and grades, which are important for jobseekers to understand early in their federal job search process. The Jobseeker Guide is a shorter, different book than the Ten Steps to a Federal Job text which was published first in 2002.

Who should buy the Jobseeker Guide? Career Centers, Transition Centers, Employment Offices, Jobseekers. For a quick overview of the Ten Steps, this large-part, graphically presented information can be a step-by-step intro to federal job search.

SIN 27-300 – Training Manuals, Training Aids, Classroom Visual Aids

Product Title	Quantity	Commercial Price	GSA Discount	GSA Price
Military Federal Career Guide & CD	1 or more	\$38.95	54%	\$17.92

Item List:

Military to Federal Career Guide & CD-ROM, Ten Steps to Translating your Military Career into a Federal Resume, Author: Kathryn K. Troutman; Publisher: The Resume Place Inc.; ISBN: 0964702576; Specifications: 8 x 10, 220 pages, soft cover, 2 color interior

Manufacturer: Federal Career Publishing

Contractor: The Resume Place, Inc.

Product Detail:

Product: MILITARY TO FEDERAL CAREER GUIDE

NSN/Mfr Part #: 0964702576

Mfr: FEDERAL CAREER PUBLISHING

Desc: **First Federal Resume Writing book specifically for Active Duty and Reserves military personnel who are considering Federal Careers and need help with writing a Federal resume, electronic resume or KSA for federal applications.**

Introduces a NEW!! compelling federal resume format for Military Veterans- enlisted personnel and officers! The ultimate guide for matching military experience to a desirable federal career

VETERAN'S PREFERENCE is important for competing for federal jobs. Learn how to MATCH MILITARY EXPERIENCES TO FEDERAL JOB DUTIES. Learn how to match military assignments to federal job duties. Learn the keywords, knowledge, skills and abilities needed in federal careers.

MILITARY FEDERAL RESUME is introduced and more than 30 outstanding samples for enlisted and officers seeking entry-level, mid-career and senior level federal positions.

FOCUS ON CORE COMPETENCIES and keywords and represent your career. Learn the important competencies that will transition from military to civilian positions in government. Write them in

your resume and KSAs with the samples in this book

CD-ROM WITH SAMPLES OF MILITARY FEDERAL RESUMES. Samples are in Word for easy templates and writing style-guides.

Federal Resume Guidebook & CD, 4th ed.	1-25	\$38.95	16%	\$32.72
Federal Resume Guidebook & CD, 4th ed.	26-50	\$38.95	26%	\$28.82
Federal Resume Guidebook & CD, 4th ed.	51-99	\$38.95	49%	\$19.86
Federal Resume Guidebook & CD, 4th ed.	100-199	\$38.95	51%	\$19.09
Federal Resume Guidebook & CD, 4th ed.	200 or more	\$38.95	54%	\$17.92

Item List:

Federal Resume Guidebook, 4th Ed. & CD-ROM, Advancement & Survival Strategies for Federal Careers; Author: Kathryn K. Troutman; Publisher: Jist, Inc., Indianapolis, IN; ISBN: 1-56370-925-2; Published: 2007; Specifications: 8 x 10, 367 pages; Specifications: 8 ½ x 11, soft cover.

Manufacturer: Federal Career Publishing
 Contractor: The Resume Place, Inc.

Product Detail:

Product: FEDERAL RESUME GUIDEBOOK, 4TH ED.

NSN/Mfr Part #: 1-56370-925-2

Mfr: FEDERAL CAREER PUBLISHING

Desc: Fourth Edition of the first book ever written on the new Federal Resume which replaced the SF-171 in 1995. Kathryn Troutman's popular federal resume format and Guidebook is being used in federal agencies worldwide, helping federal employees get promoted, change series and survive through BRAC, Commercial Activities Studies, MEOs, Reorganizations, Relocations and other changes in government which affect employee careers.

This text is a popular guide used for Federal Resume, KSA and SES Writing workshops. This book has set the standard for federal resume writing helping jobseekers from GS 5 through SES get promoted, market their highest level of skills, and feature accomplishments, which result in interviews and job offers.

Federal resume samples, KSAs and SES ECOs help jobseeker write their own job search materials with an emphasis on vacancy announcement analysis and interpretation.

Ten Steps to a Federal Job & CD	1-25	\$38.95	16%	\$32.72
Ten Steps to a Federal Job & CD	26-50	\$38.95	26%	\$28.82
Ten Steps to a Federal Job & CD	51-99	\$38.95	49%	\$19.86
Ten Steps to a Federal Job & CD	100-199	\$38.95	51%	\$19.09
Ten Steps to a Federal Job & CD	200 or more	\$38.95	54%	\$17.92

Item List:

Ten Steps to a Federal Job & CD-ROM, Author: Kathryn K. Troutman; Publisher: The Resume Place, Inc.; ISBN: 0-9657025-3-3; Published: 2002; Specifications: 8 x 10, 300 pages; Specifications: 8 x 10, 2-color interior, soft cover.

Manufacturer: Federal Career Publishing

Contractor: The Resume Place, Inc.

Product Detail:

Product: TEN STEPS TO A FEDERAL JOB

NSN/Mfr Part #: 0-9657025-3-3

Mfr: FEDERAL CAREER PUBLISHING

Desc: The Ten Steps to a Federal Job is the first Federal Career book that takes federal jobseekers through the Ten Steps that it takes to get through the federal job search process. This book focuses on the process of finding and applying for a federal job, as well as the federal resume style. OPM states that the federal job search is 3-Steps. But ... there really are Ten Steps, and here they are:

1. Networking – who do you know and why it’s important
2. Learn the Federal Job Search Process – agencies, job titles
3. Find Federal Vacancy announcements – how to
4. What are your Core competencies?
5. Analyze the Key Words
6. Write your Federal or Electronic Resume
7. Write your KSAs
8. Apply for Federal Jobs – how to
9. Track & Follow-up
10. Interview for a Federal job

Recognitions

- Recognized as One of the Top 15 Best Careers Books of the Year based on Amazon.com Book Sales, American Library Association Magazine, April 2004
- Best Careers Book of the Year, Publisher's Marketing Association, 2003
- Bronze Medal for Best Careers Book of the Year, ForeWord Magazine, 2003

Written for all job levels and categories, with salaries ranging to \$140,000, this positive guide will show you how to:

Ten Steps to a Federal Job is a "must have" for any job seeker who is not familiar with the new federal job application processes, including electronic resume formats, on-line resume builders and analyzing keywords.

Student's Federal Career Guide & CD	1-25	\$21.95	16%	\$18.44
Student's Federal Career Guide & CD	26-50	\$21.95	26%	\$16.24
Student's Federal Career Guide & CD	51-99	\$21.95	49%	\$11.19
Student's Federal Career Guide & CD	100-199	\$21.95	51%	\$10.76

Item List:

Student's Federal Career Guide & CD-ROM, Ten Steps to Finding Hot Federal Jobs; Authors: Kathryn K. Troutman and Emily K. Troutman; Publisher: The Resume Place, Inc.; ISBN: 0-9647025-6-8; Published: 2004; Specifications: 5 x 7, 140 pages; soft color; 2-color interior.

Manufacturer: Federal Career Publishing
Contractor: The Resume Place, Inc.

Product Detail:

Product: **STUDENT'S FEDERAL CAREER GUIDE**

NSN/Mfr Part #: 0-9647025-6-8

Mfr: **FEDERAL CAREER PUBLISHING**

Desc: **The Student's Federal Career Guide can be important as a recruiting and retention tool for newly-graduated new hires and interns! A valuable resource for human resources offices, supervisors and internship programs! The book and CD would be an outstanding handout for Internship Federal Career Workshops, recruiting tool for colleges, job fairs, internship programs and mentoring of new graduates into federal positions**

Book highlights include:

- Special opportunities for students and new grads including internships, fellowships, scholarships and permanent jobs
- A chart noting the best jobs for particular majors
- What students/new grads need to know about federal resumes
- The many paid internship possibilities
- Success-story vignettes involving sought-after positions

- Advice on thinking long-term even when just starting out

A must-buy for HR recruiters, EEO specialists, Internship Program Managers, supervisors, new students hired into SCEP or STEP or internship programs.

This is the first Federal Career book for college, master's level, doctorate level students who are about to complete their education and are seeking internships or jobs in government. This book is effective for current employees who are returning to college to change careers and focus on new education. The Student Ten Steps are:

1. Networking – who do you know and why it's important
2. Learn About Federal Internships
3. Find your Agency and Job Title
4. Find Federal Vacancy announcements – how to
5. Analyze the Key Words
6. Write your Federal or Electronic Resume
7. Write your KSAs
8. Apply for Federal Jobs – how to
9. Track & Follow-up
10. Interview for a Federal job

Includes bonus CD featuring:

- Hotlinks to government agencies and job listings
- 14 job-search success stories involving actual students!
- Samples/templates related to the success stories for federal resumes, KSAs and cover letters
- Explanations of common government terms

Recognitions

- Best Careers Book of the Year, Publisher's Marketing Association, 2004
- Bronze Medal for Best Careers Book of the Year, ForeWord Magazine, 2004

On-Line Federal Resume Database

The Resume Place, Inc. CD-ROMs

Multiple User License – Annual License Fee

Multi-media website individually licensed for customers and jobseekers.

On the Renewals - Annual Renewals will be offered at an additional 26% discount.

Customers	Quantity	Commercial Price	GSA Discount	GSA Price
Single Military Base Career Transition Center	1 year license	\$2,500	26%	\$1,850
Military Service Region	1 year Annual Renewals	\$6,000 \$6,000	32% 57%	\$4,080 \$2,580

Item List:

On-Line Federal Resume Database; Federal Resume Samples and Templates for Jobseekers; Licensed and Customized for Career Transition Centers; Author: Kathryn K. Troutman, Publisher: The Resume Place, Inc.; Published: 2002.

Manufacturer: Federal Career Publishing

Contractor: The Resume Place, Inc.

Product Detail:

Product: ON-LINE FEDERAL RESUME DATABASE

NSN/Mfr Part #: FEDERAL RESUME DATABASE

Mfr: FEDERAL CAREER PUBLISHING

Desc:

Career Centers are seeking more on-line resources to help federal jobseekers with effective and correctly-formatted federal resume and KSA writing. This on-line database combines 5 of The Resume Place, Inc's Federal career book CD-ROM samples into an on-line database. The database is customized for each agency's career center with their own logo,

name and user name/password. The username/password is shared with all customers of the career center for easy coaching and guidance for federal job search through email and telephone coaching services.

The On-Line database includes more than 200 Federal Resume Samples / Templates in MS Samples are in MS Word – Easy to “replace text”

- **Samples for jobs at all grade levels: GS 5 through 15; WG samples**
 - **Career Change, Lateral and Promotion Federal Resume Samples**
 - **More than 45 Classification Series**
 - **Paper Federal Resume and Resumix Samples**
 - **KSA and QuickHire Example Samples**
 - **Samples for Military to Federal (Officer and Enlisted; Active Duty and Reserves); Federal to Federal; Private Industry to Federal; Student to Federal samples**
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This on-line database is being used by Air Force MAJCOMS, U.S. Navy Fleet & Family Support Centers, worldwide, individual federal agencies, universities, military bases. Order your on-line database for your customers right away.

SIN 27-400 – Instructor-Led Training

On-Site Training – 14 Off-the-Shelf Courses

Full Day Training Rate:

1 to 5 full days: 9% discount

6 and up full days to be completed within the same calendar year: 28% discount

Per Course Rates

Minimum Class Participation: 15

Maximum Class Participation: 30

RESUMIX / CHART / ELECTRONIC FEDERAL RESUME WRITING

Manufacturer: Federal Career Training

Contractor: The Resume Place, Inc.

Course Code	Course Title	Course Duration	Commercial Price	GSA Discount	GSA Price
RESUMIX	Resumix / CHART / Electronic Resume Writing	4 hours	\$3,500.00	9%	\$3,185.00

Item List:

Resumix / CHART and Electronic Resume Writing Workshop. Workshop focuses on keywords, electronic format, accomplishments for all grade level and occupational series employees for DOD and other on-line agencies. Employees learn to write ...

Product Detail:

Product: **RESUMIX RESUME WRITING / CHART RESUME WRITING / ELECTRONIC RESUME WRITING**

NSN/Mfr Part #: RESUMIX

Mfr: FEDERAL CAREER TRAINING

Desc:

A Resumix resume that is highly-effective in the Resumix databases. Whether the database is the CHART, QUICKHIRE, Army CPOL, Air Force, USAJOBS, or other resume builder, this electronic resume format IS HIGHLY SUCCESSFUL and approved by Federal HR Specialists and supervisors! Based on more than 500 presentations of this highly-successful, high-evaluation workshop, this course gets to the point in 1/2 day. Federal employees learn how to find the keywords, write better content, focus the resume and sell their accomplishments! Using interview techniques with participants, Resume Place trainers know how to get participants to talk, remember and write in-class!

This workshop is off-the-shelf, but is focused toward your on-line system, with customized handouts to fit your resume builder and job announcements.

QUICKHIRE RESUME WRITING

Manufacturer: Federal Career Training

Contractor: The Resume Place, Inc.

QUICKHIRE	QuickHire Resume Writing & System Training	4 hours	\$3,500.00	9%	\$3,185.00
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Item List:

QuickHire Electronic Resume, Question & Answer Writing Workshop. Workshop focuses on the electronic resume, Questions, Answers and the application process. Effective for all grade level and occupational series employees for any QuickHire, AvueCentral or USAJOBS agency where the resume and Questions create the total application. Employees learn to write ...

Product Detail:

Product: QUICKHIRE ELECTRONIC RESUME, QUESTION & ANSWER WRITING WORKSHOP

NSN/Mfr Part #: QUICKHIRE

Mfr: FEDERAL CAREER TRAINING

Desc:

The electronic resume and question applications are a new way of applying for a federal job. Federal employees will become less intimidated by the electronic resume, and the self-assessment questions with this training workshop. Learning that the Questions and Answers are similar to KSA writing will help the applicant qualify and compete for interviews and offers. The questions in the announcement are important to the applicant when writing their electronic resume, and should be studied and incorporated into their skills list in the resume. In just four hours, employees will learn how to analyze the announcement for critical elements for more effective applications and answers to Questions. Taught more than 200 times to more than 50 QuickHire agencies, this program is tried and true with outstanding evaluations from participants and training coordinators.

This workshop is off-the-shelf, but is focused toward your on-line system, with customized handouts to fit your resume builder and job announcements.

FEDERAL RESUME WRITING FOR ALL AUTOMATED SYSTEMS

Manufacturer: Federal Career Training

Contractor: The Resume Place, Inc.

RESUME	Federal Resume Writing for All Automated Systems	4 hours	\$3,500.00	9%	\$3,185.00
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Item List:

Federal resume writing is a challenge for most federal employees. Getting promoted to a higher grade, changing series, or moving agencies, employees need to build their confidence in writing about their highest skill levels in a concise, yet informative style. Federal employees will learn basic resume writing style for all application systems. Employees learn to write . . .

Product Detail:

Product: FEDERAL RESUME WRITING FOR ALL APPLICATION SYSTEMS

NSN/Mfr Part #: RESUME WRITING

Mfr: FEDERAL CAREER TRAINING

Desc:

Employees want to know what they can write in their resume to STAND OUT! This course includes all of the content development, keywords and value-added writing that an employee can add to their resume.

The Federal resume is the federal employee's Application, Examination and sometimes the Interview. This course teaches basic resume writing to be applied to all on-line and paper application systems. The basics of Federal Resume writing, including getting promoted, changing careers and writing your first federal resume. Two formats are reviewed: Paper application formats and electronic formats. Basic federal resume writing lessons are reviewed in this ½ day course.

SUCCESSFUL FEDERAL RESUME & KSA WRITING

Manufacturer: Federal Career Training

Contractor: The Resume Place, Inc.

FED KSA	Successful Federal Resume & KSA Writing	1 day	\$6,400.00	9%	\$5,824.00
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Item List:

Federal Resume and KSA Writing is a challenge for most federal employees. In this full day class, employees can learn how to achieve better results for getting promoted to a higher grade, changing series, or moving agencies, employees need to build their confidence in writing about their highest skill levels in a concise, yet informative style. Employees learn to write . . .

Product Detail:

Product: SUCCESSFUL FEDERAL RESUME & KSA WRITING

NSN/Mfr Part #: FED KSA

Mfr: FEDERAL CAREER TRAINING

Desc:

In this all day class, the first half will be spent remembering accomplishments, writing outlines for a KSA in the CCAR formula and interviewing each other about their most outstanding achievements. These accomplishments are future KSAS. This highly interactive course uses participant interviews, writing and sharing of examples to inspire thinking, writing and speaking in a positive way. This course includes discussion of the importance of KSAs as outstanding interview preparation, especially for the popular Behavior-Based Interview style.

The 2nd half of the day is spent learning how to write an outstanding Federal resume, including integrating the accomplishments into the resume to STAND OUT at the supervisor's desk. Getting Best Qualified and Landing the interview are the objectives of the class with the Federal Resume and KSAs.

This course was developed by Kathryn Troutman with more than 1,000 courses taught from 1995 until 2006 at more than 100 federal agencies. It is highly successful and results in high evaluations, promotions and outstanding career changes!

SUCCESSFUL RESUME WRITING & INTERVIEWING SKILLS

Manufacturer: Federal Career Training

Contractor: The Resume Place, Inc.

RES INTER	Successful Resume Writing & Interviewing Skills	1 day	\$6,400.00	9%	\$5,824.00
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Item List:

Successful Resume Writing and Interview Skills are combined into one day of training. The resume reflects the skills for the job which gets you the interview. Then the interview will support the skills for the job as well!. Writing and speaking the same information with clarity, enthusiasm and professionalism is not easy for most employees! Employees will be inspired to remember and write ...

Product Detail:

Product: SUCCESSFUL RESUME WRITING & INTERVIEWING SKILLS

NSN/Mfr Part #: RES INTER

Mfr: FEDERAL CAREER TRAINING

Desc:

In one day, employees will master federal resume writing and interviewing in the behavior-based interview style. In the mornings, participants will learn about the electronic and paper format, and how to write the best content for their resume. A successful federal job search is dependent on the best resume, so that the applicant will be referred and selected for an interview. The resume is the document that will present the specialized experience for the position, the basic qualifications and the accomplishments that will result in an interview or job offer. The federal resume techniques developed in the Federal Resume Guidebook are followed for the writing portion of this course.

The accomplishments that participants write in the mornings for their resume, are used for practice in the interview practice portion of this course. Jobseekers have written projects, accomplishments and special tasks that will be turned into interview stories. Research, analysis and practice will result in a better interview because of preparation and knowledge of interviewing strategies.

This course was developed by Kathryn Troutman with more than 1,000 courses taught from 1995 until 2006 at more than 100 federal agencies. It is highly successful and results in high evaluations, promotions and outstanding career changes!

KSA WRITING – DRIVING YOUR KSAS WITH THE CCAR

Manufacturer: Federal Career Training

Contractor: The Resume Place, Inc.

KSA CCAR	KSA Writing – Driving your KSAs with the CCAR	4 hours	\$3,500.00	9%	\$3,185.00
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Description:

Writing your Knowledge, Skills and Abilities (KSAs) is a task that most federal employees dread. But the KSAs are critical to the success of the application and can result in an interview or no interview. This ½ day course is fast-moving and hits the most popular KSA writing style in a way that gets people writing fast! Employees will learn ...

Manufacturer: Federal Career Training

Contractor: The Resume Place, Inc.

Product Detail:

Product: KSA WRITING – DRIVING YOUR KSAS WITH THE CCAR

NSN/Mfr Part #: KSA CCAR

Mfr: FEDERAL CAREER TRAINING

KSA WRITING & INTERVIEW TRAINING

Manufacturer: Federal Career Training

Contractor: The Resume Place, Inc.

KSA INTER	KSA Writing and Interview Training	1 day	\$6,400.00	9%	\$5,824.00
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Item List:

KSA Writing and Interview Skills are combined into one day of training. KSAs are really pre-interview questions that are given to the employee to demonstrate their past and future performance. This workshop is hands-on writing, sharing and practicing interviews with KSAs written in the CCAR model. Employees will be inspired to remember and write ...

Product Detail:

Product: KSA WRITING AND INTERVIEW TRAINING

NSN/Mfr Part #: KSA INTER

Mfr: FEDERAL CAREER TRAINING

Desc:

In this full-day class, employees will write a KSA with the Context-Challenge-Action-Results formula. They will also share their KSA CCAR with a small group getting feedback and practice their “story”. This highly-efficient and effective KSA writing class covers the basics, but gets the employees thinking, writing and talking. The trainer will interview class participants in the CCAR formula to demonstrate the organized, critical thinking that is needed to write a high-scoring KSA answer. “Bragging” doesn’t come easy, but learning how to talk about your best achievements is critical to STAND OUT. Human Resources specialists appreciate examples that demonstrate the Knowledge, Skill and Ability. They also frequently will not accept generic responses. This workshop teaches highly specific writing which demonstrate the highest level of performance.

The employees will analyze job announcements and practicing answers to behavior-based questions. This interactive class of writing, talking and sharing bring alive the best that an employee can offer a supervisor in a new job. The newest interview format is based on structured interview questions based on the duties and critical skills of the target job. Employees can prepare answers, examples and practice them with each other and role-play with the instructor. Improv acting is used for practice scenarios, which is fun and entertaining, while an invaluable learning technique.

This course was developed by Kathryn Troutman with more than 300 courses taught from 2001 until 2006 at more than 20 federal agencies. It is highly successful and results in high evaluations, promotions and outstanding career changes!

INTERVIEW TRAINING – MAXIMIZING YOUR HIRING EFFORTS

Manufacturer: Federal Career Training

Contractor: The Resume Place, Inc.

INTERVIEW	Interview Training – Maximizing your Hiring Efforts	4 hours	\$3,500.00	9%	\$3,185.00
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Item List:

Interviewing is one of the hardest part of landing a new job for a Federal employee. It requires knowing their best skills – as related to the job and practicing their accomplishments. This workshop teaches how to research, prepare and practice for a Behavior Based Interview.. Employees will be inspired to write and practice ...

Product Detail:

Product: **KSA WRITING AND INTERVIEW TRAINING**

NSN/Mfr Part #: KSA INTER

Mfr: FEDERAL CAREER TRAINING

Desc:

This half-day class focuses on the new interview style used by many federal managers, the Behavior-Based Interview. The supervisors prepare 5 to 10 situational questions that will require an example that will demonstrate a behavior. Such as: Can you tell me about a time when you were on a team and one team member dropped off and the deadline was short? Or, can you tell me about a time when a contractor did not fulfill their job duties. What did you do?

The interviewers will give the interviewees a paper with questions that they have not seen before. It is imperative that the interviewee be prepared to give examples to a diverse number of questions that will support the critical skills in the announcement. This course teaches the jobseeker how to determine the skills that could be covered in the interview. To write stories / accomplishments ahead of time. And provides role-playing / improv acting practice sessions with the instructor and each other to practice interviewing.

This course was developed by Kathryn Troutman with more than 100 courses taught from 2001 until 2006 at more than 10 federal agencies. It is highly successful and results in high confidence, preparation and successful interviews.

ECQ WRITING FOR THE SES APPLICATION

Manufacturer: Federal Career Training

Contractor: The Resume Place, Inc.

ECQs	ECQ Writing for the SES Application	4 hours	\$3,500.00	9%	\$3,185.00
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Item List:

For executives, writing the Executive Core Qualifications (ECQs) is one of the most difficult task for applying for a Senior Executive Service position. The Office of Personnel Management requires that the 5 ECQs follow the Context-Challenge-Action-Results formula, cover 27 leadership competencies and much, more in 2 pages! Executives will get started and learn how to ...

Product Detail:

Product: **ECQ WRITING WORKSHOP**

NSN/Mfr Part #: ECQs

Mfr: FEDERAL CAREER TRAINING

Desc:

This fast-moving, half-day course for senior executives applies the basics of ECQ writing as required by the Office of Personnel Management. The challenge of most executives is deciding which examples best fits the ECQs. The best Leading Change examples could also be written in the Results Driven ECQ. Getting started, getting organized and creating a list of critical accomplishments is the first step.

This course is highly effective for senior executives to think clearly about their agency, program and career accomplishments. In 10 pages or less, the best they have to offer must be clear, impressive, at the SES level and in the right format.

This course was developed from more than 10 years of teaching and more than 30 years of individual coaching in SES ECQ writing by the President, Kathryn K. Troutman.

ECQ AND EXECUTIVE FEDERAL RESUME WRITING

Manufacturer: Federal Career Training
Contractor: The Resume Place, Inc.

ECQs RES	ECQ and Executive Federal Resume Writing	1 day	\$6,400.00	9%	\$5,824.00
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Item List:

For executives, writing the Executive Core Qualifications (ECQs) is one of the most difficult task for applying for a Senior Executive Service position. The next most difficult task is writing a concise Executive Federal Resume! Executives will get started and learn how to

Product Detail:

Product: **ECQ WRITING WORKSHOP**

NSN/Mfr Part #: ECQs

Mfr: FEDERAL CAREER TRAINING

Desc:

This full-day executive career writing workshop starts with ECQ writing. Remembering and analyzing significant accomplishments for Leading Change begins the day. Executives write a clear outline of one accomplishment in the CCAR model that is required by OPM. Then the examples are fleshed out and then discussed in small groups. Complex policy and program development examples are analyzed clearly and concisely with a focus on the leadership competencies. This workshop combines writing, speaking and listening, to gain a grasp of large, complex, multi-level accomplishments into a one or two-page narrative.

The second half focuses on the Executive Federal Resume which is a combination of specialized experience, leadership responsibilities and accomplishments which demonstrate performance. Senior executives have 20 years of outstanding leadership and director level responsibilities to write in 3 to 5 pages. This course covers the format, resume sections and resume style that is professional and compelling.

This course was developed from more than 10 years of teaching and individual coaching in SES ECQ and Federal Resume writing by the President, Kathryn K. Troutman.

PAY FOR PERFORMANCE SURVIVAL TECHNIQUES FOR EMPLOYEES

Manufacturer: Federal Career Training

Contractor: The Resume Place, Inc.

PAYPERF EMP **Pay for Performance Survival Techniques for Employees** 4 hours \$3,500.00 9% \$3,185.00

Item List:

Federal agencies and managers will begin writing evaluations and determining promotions, salary increases and cash bonuses based on performance in the near future. This workshop trains employees how to maximize their success in the Pay for performance workplace. Employees will learn to track and evaluate their own performance

Product Detail:

Product: ECQ WRITING WORKSHOP

NSN/Mfr Part #: ECQs

Mfr: FEDERAL CAREER TRAINING

Desc:

Pay for Performance Evaluations and the National Security Performance System will be a transition for most federal employees. No longer will they receive automatic increases. Their performance will be evaluated and raises and promotions will result from their efforts. Feds need to learn how to be more personally motivated to succeed, document and ensure notice of their successes and ideas, communicate more with superiors about ideas, improved processes and outstanding services they provide. Supervisors do NOT know all of the good work performed by employees. Speaking about and sharing improvements, innovations and ideas can result in CASH and PROMOTIONS. Self-promotion has come to government.

This course was developed out of 10 years of moving employees to write outstanding resumes and KSAs. The author of the Federal Resume Guidebook recognizes that federal employees do not always get recognized for achievements and ideas. And that employees will need to take charge of their success by doing more, getting more recognition and documenting their successes.

The developer, Kathryn Troutman, also wrote Pay for Performance Strategies for www.federalnewsradio.com for 2005-2006 and wrote for www.govexec.com on career motivation strategies.

PAY FOR PERFORMANCE LEADERSHIP FOR MANAGERS

Manufacturer: Federal Career Training
Contractor: The Resume Place, Inc.

PAY PERF MGR	Pay for Performance Leadership for Managers	4 hours	\$3,500.00	9%	\$3,185.00
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Item List:

Federal managers will hold the future of employee's careers in their hands when they evaluate their performance and write their evaluations. Learning to communicate, listen, evaluate and write the best performance evaluations can result in higher performance teams and achieving agency missions. Managers will learn how to analyze competencies, including innovation and customer service ...

Product Detail:

Product:

PAY PERF MGR Pay for Performance Leadership for Managers

NSN/Mfr Part #: PAY PERF MGR

Mfr: FEDERAL CAREER TRAINING

Desc:

Pay for Performance Evaluations and the National Security Performance System will be a transition for most federal managers. Managers will need to be more aware of employee projects, performance, problems and solutions. They will need to evaluate against agreed-upon competencies that are required for the best performance in their office / agency. Establishing the ground rules for the evaluation can be done with the employees. Learn how to lead and evaluation development meeting with employees by discussing the agency mission, objectives and customer challenges. Gain buy-in and insight from the employees to make your job easier in evaluating performance. Increase employee performance by listening and watching their job performance more than ever.

This course was developed out of 10 years of training employees and managers in gaining more recognition for outstanding service, documenting success, gaining awareness of the most critical competencies needed on-the-job. Kathryn Troutman's training with managers and employees has resulted in substantial insight in improving manager-employee relations and performance building strategies.

The developer, Kathryn Troutman, also wrote Pay for Performance Strategies for www.federalnewsradio.com for 2005-2006 and wrote for www.govexec.com on career motivation strategies.

TEN STEPS TO A FEDERAL JOB – FOR GOVERNMENT EMPLOYEES

Manufacturer: Federal Career Training

Contractor: The Resume Place, Inc.

TENSTEPSEMP1	Ten Steps to a Federal Job – Federal Job Search for Government Employees	4 hours	\$3,500.00	9%	\$3,185.00
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Item List:

Federal employees will gain an overview of the entire federal job search process, including vacancy announcement search and analysis. Determining best announcements, resume writing, KSAs, Questions, How to apply and Strategies for Negotiating. A quick course in what's new in federal job search.

Product Detail:

Product:

TEN STEPS TO A FEDERAL JOB – FEDERAL JOB SEARCH FOR GOVERNMENT EMPLOYEES

NSN/Mfr Part #: TENSTEP1

Mfr: FEDERAL CAREER TRAINING

Desc:

Half-day workshop introducing the important Ten Steps to finding an outstanding Federal Job.

1. Networking – who do you know and why it's important
2. Learn About Federal Internships
3. Find your Agency and Job Title
4. Find Federal Vacancy announcements – how to
5. Analyze the Key Words
6. Write your Federal or Electronic Resume
7. Write your KSAs
8. Apply for Federal Jobs – how to
9. Track & Follow-up
10. Interview for a Federal job

The Ten Step strategy focuses on the “campaign” of federal job search, rather than just the resume. The step by step approach is easy to follow and each step is critical. The developer, Kathryn Troutman, wrote the first Ten Step text in 2002, created a highly successful curriculum used in more than 200 military bases and university career centers worldwide. The curriculum is easy to follow for trainers and jobseekers.

TEN STEPS TO A FEDERAL JOB – FOR CAREER PROFESSIONALS

Manufacturer: Federal Career Training
Contractor: The Resume Place, Inc.

TENSTEPSEMP2	Ten Steps to a Federal Job – Federal Job Search for Career Advisors, HR and Mentors	1 day	\$6,400.00	9%	\$5,824.00
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Item List:

Career Professionals will learn how to teach customers how to understand the entire federal job search process, including vacancy announcement search and analysis. Determining best announcements, resume writing, KSAs, Questions, How to apply and Strategies for Negotiating. A quick course in what's new in federal job search.

Product Detail:

Product:

TEN STEPS TO A FEDERAL JOB – FEDERAL JOB SEARCH FOR CAREER ADVISORS, HUMAN RESOURCES PROFESSIONALS, CAREER COUNSELORS, SUPERVISORS AND MENTORS

NSN/Mfr Part #: TENSTEP2

Mfr: FEDERAL CAREER TRAINING

Desc: **Train-the-trainer workshop teaches career advisors (Career counselors, EEO Specialists, Human Resource Managers, Supervisors, Mentors) how to help interns, federal employees, contractors, separating/retiring military personnel and other jobseekers in apply for federal jobs. This Ten Step course is for train-the-trainer or train-the-advisors. The course is taught to help the counselor advise others in federal job search one-on-one. Role-playing the teaching of writing a federal resume and KSA is practiced during the day. Motivating the jobseeker to look at and understand announcements is taught. The career counselor plays a critical role in the success of a federal jobseeker. Counselors are taught how to develop self-learning in federal employment. Practice federal resume assessments are given to test the knowledge of the counselor in reading announcements and analyzing the “fit” for a federal applicant.**

The Ten Step strategy focuses on the “campaign” of federal job search, rather than just the resume. The step by step approach is easy to follow and each step is critical.

The developer, Kathryn Troutman, wrote the first Ten Step text in 2002, created a highly successful curriculum used in more than 200 military bases and university career centers worldwide. The

curriculum is easy to follow for trainers and jobseekers.

The Ten Steps to a Federal Job curriculum is followed for the benefit of the counselor, trainer and advisor helping customers find and apply for federal jobs.

This one-day course is an overview for the 2.5 day certification program that is also offered. The one-day course is outstanding to being the knowledge needed to teach federal job search.

Based on the award-winning text, Ten Steps to a Federal job and award-winning curriculum, this course is easy to teach, follow and understand.

The text is the Jobseeker Guide, the Trainer's Guide, Ten Steps to a Federal job and possibly other texts that are relevant to the target audience.

Distance Education Programs

Per Person Rate

Minimum course participants: 10

Maximum course participants: 15

Course Code	Course Title	Course Duration	Commercial Price	GSA Discount	GSA Price
FEDRES WEB	Federal Resume Writing	90 minutes	\$156.25	26%	\$115.63

FEDERAL RESUME WRITING

Manufacturer: Federal Career Training

Contractor: The Resume Place, Inc.

Item List:

In 90 minutes view sample federal resumes and electronic resumes. Learn the basic formats and how to stand out with keywords and accomplishments. Webinar format, easy to access during the noon-hour.

Product Detail:

Product:

FEDERAL RESUME WRITING

NSN/Mfr Part #: FED RES WEB

Mfr:

FEDERAL CAREER TRAINING

Desc:

Federal employees can learn how to write and format an outstanding Federal resume and electronic resume in a webinar format. The text, Federal Resume Guidebook, is excellent as a visual guide and samples. The Certified Federal Resume Writer and trainer will teach employees how to write their own federal resume focusing toward announcements.

KSA WRITING

Manufacturer: Federal Career Training
Contractor: The Resume Place, Inc.

KSA WEB	KSA Writing	90 minutes	\$156.25	26%	\$115.63
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Item List:

Instruction, samples and interviews for outstanding KSA writing using the Context-Challenge-action-Results (CCAR) model. Participants share KSA examples with the instructor and start writing.

Product Detail:

Product: KSA WRITING

NSN/Mfr Part #: KSA WEB

Mfr: FEDERAL CAREER TRAINING

Desc:

Eliminate KSA Fear. Learn how to write KSAs which will demonstrate performance and capability. KSA narratives are examples that will demonstrate skill levels. KSAs are rated and are important to be referred to a supervisor.

INTERVIEW TRAINING FOR FEDERAL INTERVIEWS

Manufacturer: Federal Career Training
Contractor: The Resume Place, Inc.

AR103	Interview Training for Federal Interviews	90 minutes	\$156.25	26%	\$115.63
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Item List:

Interview Training and introduction to the Behavior-Based Interview style. Get prepared for an interview by researching the position, analyzing the job, determining the critical skills and writing best examples for the interview.

Product Detail:

Product:

INTERVIEW TRAINING

NSN/Mfr Part #: INTER WEB

Mfr: FEDERAL CAREER TRAINING

GSA Price List, The Resume Place, Inc.

Desc:

Federal managers are writing situational questions in the Behavior-Based interview. Prepare your answers to interview questions before the actual interview. Be prepared to talk about your best accomplishments and projects.

THREE-PART FEDERAL CAREER

Manufacturer: Federal Career Training

Contractor: The Resume Place, Inc.

CAR104	Three-part Federal Career Course	4.5 hours	\$400.00	26%	\$296.00
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Item List:

Interview Training and introduction to the Behavior-Based Interview style. Get prepared for an interview by researching the position, analyzing the job, determining the critical skills and writing best examples for the interview.

Product Detail:

Product:

INTERVIEW TRAINING

NSN/Mfr Part #: 3WEB

Mfr:

FEDERAL CAREER TRAINING

Desc:

Federal managers are writing situational questions in the Behavior-Based interview. Prepare your answers to interview questions before the actual interview. Be prepared to talk about your best accomplishments and projects. Employees write answers to situational questions and practice interviews. Together small groups will analyze target job announcements for critical skills and competencies that could be covered in the interview. A successful interview and result in the job offer!

SES ECQ WRITING – 3-PART WEBINAR PROGRAMS

Manufacturer: Federal Career Training

Contractor: The Resume Place, Inc.

SES003	SES ECQ Writing	4.5 hours	\$400.00	26%	\$296.00
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Individualized Career Training and Coaching for Employees

Course Code	Course Title	Course Duration	Commercial Price	GSA Discount	GSA Price
EMP101	Federal Career Coaching & Training	1 day	\$1,500	26%	\$1,110
EMP102	Federal Career Coaching & Training	2 days	\$3,000	26%	\$2,220
EMP103	Federal Application Editing and Writing Services	1 day	\$1,500	26%	\$1,110
EMP104	Federal Application Editing and Writing Services	2 days	\$3,000	26%	\$2,220

Certification Program

Per Person Rate

Minimum course participants: 10

Maximum course participants: 15

FEDERAL JOB SEARCH TRAINER CERTIFICATION PROGRAM

Manufacturer: Federal Career Training

Contractor: The Resume Place, Inc.

Course Code	Course Title	Course Duration	Commercial Price	GSA Discount	GSA Price
TENSTEPCERT1	Federal Job Search Trainer Certification- MD	3 day program (20 classroom hours)	\$1,495.00	21%	\$1,181.05
TENSTEPCERT2	Federal Job Search Trainer Certification- On-site	3 day program (20 classroom hours)	\$1,695.00	21%	\$1,339.05

Item List:

Train-the-Trainer Certification in Federal Job Search Strategies to help customers find and apply for federal jobs. 20 hour classroom program teaches the basics in federal announcement search and interpretation and federal resume writing.

Product Detail:

Product: Federal Job Search Trainer Certification

NSN/Mfr Part #:
TENSTEPCERT1
TENSTEPCERT2

Mfr: FEDERAL CAREER TRAINING

SIN 27-500 – Customized Training

Customized Training Program Design & Development

Labor Type	Commercial Hourly Rate	GSA Discount	GSA Price
SME	\$326.00	11%	\$290.14
Curriculum Designer	\$200.00	11%	\$178.00
Program Production and Editing	\$150.00	11%	\$133.50
Certified Federal Career Coach	\$175.00	11%	\$155.75
Certified Federal Resume Writer / Editor	\$125.00	11%	\$111.25
Graphic Artist	\$175.00	11%	\$155.75

PRICING: The table above shows the price for each proposed training course. The price for each class is fixed and does not increase if more than the minimum number of participants enrolls. The fixed prices for the training classes will be escalated by 4% annually and rounded to the nearest whole dollar.