

Ten Steps TO A Federal Job®



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.gsaadvantage.com/>

Professional Services Schedule to Multiple Award Schedule (MAS)

Contract #: GS-02F-0023S

Resume Place, Inc.

1012 Edmondson Avenue

Catonsville, MD 21228

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Woman-Owned Small Business (WOSB)

www.resume-place.com

Kathryn Troutman, President,

kathryn@resume-place.com

RESUME PLACE
BUILDING CAREERS IN THE US GOVERNMENT



The Resume Place, Inc., has become well known as the sole provider of certification training programs offering successful program participants certification as a CERTIFIED FEDERAL JOB SEARCH TRAINER® and a CERTIFIED FEDERAL CAREER COACH®. Those certifications ensure that individuals providing coaching to transitioning military personnel in federal job search and federal resume writing techniques are well equipped to ensure success among those transitioning military service members.



Ten Steps TO A Federal Job®



Introduction

Resume Place Inc. is the federal government's leading career skills training company. More than 200 agencies and offices have trained their executives and employees on critical career skills during the past three decades. Executives must be able to communicate about accomplishments and qualifications. Employees and managers must be able to communicate effectively in performance evaluations. Career advisers and trainers need to be certified in helping coach and aid jobseekers, including veterans and military spouses. Mid-career federal employees need the knowledge to advance in the public service. Federal employees facing outplacement need skills to transition to the private sector.

No other company has developed career training programs tailored directly to the needs of federal agencies and their employees and to the needs of military veterans and military spouses seeking federal employment. We have developed the only certification program for federal career coaches.

Our curriculum is proven with outstanding evaluations. Each program is customized for position titles, grades, agency mission and agency resume and recruitment systems.

Full and half day classes are available, as well as distance learning options. Also available: computer room, classroom, auditorium style, and noon-hour programs.

CCR Registered / Woman-Owned Small Business (WOSB) with strong references.

Customer Information for Ordering Activities

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

SIN(s) AWARDED:

OLM - OLM Order-Level Materials (OEM)

611430 – 611430 Professional and Management Development Training 4-14

333318TDTM – 333318TDTM Off-the-Shelf Training Devices and Training Materials

Detailed prices on pages 15-21

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. 9a and 9b. Resume Place, Inc. will accept the Government Commercial Purchase Card for all transactions.
10. Foreign Items: **n/a**
11. 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: **1012 Edmondson Avenue, Catonsville, MD 21228**
14. Payment address: **1012 Edmondson Avenue, Catonsville, 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: **1012 Edmondson Avenue, Catonsville, 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**
26. Data Universal Number System (DUNS) number: **08-366-6255**
27. 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

Resume Place, Inc.® is a consulting firm specializing in Federal employment and career training. In addition to group and individual consulting, 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. 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.

B. Points(s): Destination, including Hawaii, Alaska and Puerto Rico

Payment: Resume Place will accept Government Purchase CARD, CCR Registered

SIN 611430**Professional and Management Development Training**

- On-site training
- Off the shelf or customizable
- Half- and full-day options
- Webinar options with Adobe Connect
- Minimum workshop class size: 15
- Maximum workshop class size: 20
- Individual consultation and services also available, priced per person
- Please contact us for any specific requests by emailing Kathryn Troutman, President, Resume Place, Inc, at kathryn@resume-place.com

EMPLOYEE OUTPLACEMENT / OFFBOARDING SERVICES

Course Name	Number of Days	Number of Trainers	*GSA Price Per Class	Class Size Attendees	Per Additional Student
Employee Outplacement and Career Transition Workshop	2	1	\$17,660	20	\$833
• Resume Writing	1	1			
• Behavior-based Interviews	1	1			
• E-mail Reviews of Resumes	E-mail	1			
Employee Outplacement and Career Transition Workshop	3	2	\$27,675	20	\$1,448
• Resume Writingj and Coaching	1	2			
• Behavior-based Interviews and Coaching	1	2			
• One-Day One-on-One Resume Reviews	1	2			

SENIOR EXECUTIVE SERVICE TRAINING

Course Name	Number of Days	Number of Trainers	*GSA Price Per Class	Class Size Attendees	Per Additional Student
Senior Executive Service (SES)	2	2	\$15,200	20	
Executive Core Qualification (ECQ) Writing Workshop					
Senior Executive Service (SES)	2	1	\$9,500	20	
Executive Core Qualification (ECQ) Writing Workshop					
Senior Executive Service (SES)	1	2	\$9,500	20	
Executive Core Qualification (ECQ) Writing Workshop					
Senior Executive Service (SES)	1	1	\$5,225	20	
Executive Core Qualification (ECQ) Writing Workshop					
ECQ Consulting and Writing Services					
90-Min SES ECQ Writing Your Webinar Administration			\$1,710		
90-Min Webinar - SES ECQ Writing Adobe Connect Administration by Resume Place Administrator			\$2,850		

FEDERAL RESUME WRITING AND USAJOBS

Course Name	Number of Days	Number of Trainers	*GSA Price Per Class	Class Size	Per Additional Student
Federal Resume Writing & USAJOBS Questionnaire	1	1	\$5,225	20	
Federal Resume Writing & Consulting Services			\$180.50/hr		
Federal Job Search and Federal Job Application Workshop	1	1	\$5,225	20	
Federal Job Search and Federal Job Application Workshop	3.5 hrs	1	\$3,225	20	
Federal Job Search and Federal Job Application Workshop	90 Min	1	\$1,425	20	
90-Min Webinar - Federal Job Search and USAJOBS Applications			\$1,710		
90-Min Webinar - Federal Job Search and USAJOBS Applications Adobe Connect Administration by Resume Place Administrator			\$2,850		

TEN STEPS TO A FEDERAL JOB® - JOBSEEKERS

Course Name	Number of Days	Number of Trainers	*GSA Price Per Class	Class Size	Per Additional Student
Ten Steps to a Federal Job®	2	2	\$15,200	20	

HOSTED PROGRAMS - TEN STEPS TO A FEDERAL JOB(R) CERTIFICATION PROGRAM

Course Name	Number of Days	Number of Trainers	*GSA Price Per Class	Class Size	Per Additional Student
Hosted Program - Ten Steps to a Federal Job - Certified Federal Job Search Trainer	3	2	\$17,200	7	
Certified Federal Career Coach					
Additional Attendees - Ten Steps to a Federal Job - Certified Federal Job Search Trainer	3	2			\$1,923
Certified Federal Career Coach					

BEHAVIOR BASED INTERVIEWS

Course Name	Number of Days	Number of Trainers	*GSA Price Per Class	Class Size	Per Additional Student
Behavior Based Interviews	1	1	\$5,225	20	
90-Min Webinar - Behavior-Based Interview Preparation			\$1,710		
Your Webinar Administration					
90-Min Webinar - Behavior-Based Interview Preparation			\$2,850		
Adobe Connect Administration by Resume Place Administrator					

WRITING JOB OBJECTIVES AND PERFORMANCE EVALUATIONS

Course Name	Number of Days	Number of Trainers	*GSA Price Per Class	Class Size	Per Additional Student
Writing SMART Job Objectives and Accomplishments for Performance Evaluations	1	1	\$5,225	20	
Writing SMART Job Objectives and Accomplishments for Performance Evaluations	3.5 hrs	1	\$3,325	20	
Writing SMART Job Objectives and Accomplishments for Performance Evaluations	90 Min	1	\$1,425	20	
90-Min Webinar - Writing JOs and Performance Evaluations Your Webinar Administration			\$1,710		
90-Min Webinar - Writing JOs and Performance Evaluations Adobe Connect Administration by Resume Place Administrator			\$2,850		

SIN 874-9 Off-the-Shelf and Customizable Print, Audio and Visual Instructional Training Devices

Course Name	*GSA Price Per Item
Federal Resume Database - 1 year license	\$1,425
Federal Resume Database - 2 year license	\$2,375

Federal Employee Outplacement / Offboarding Services

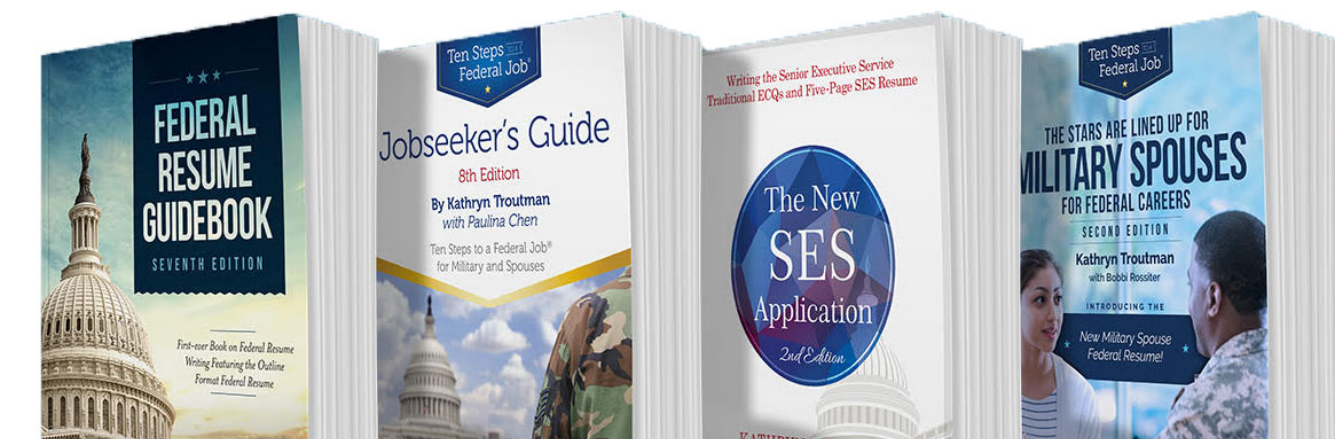
Contractor: Resume Place, Inc., Baltimore, MD

EMPLOYEE OUTPLACEMENT / OFFBOARDING SERVICES - 2 Days; 1 Instructor

Retail Price	GSA Discount (%)	GSA Price
\$18,950	5%	\$18,002 (does not include travel)

EMPLOYEE OUTPLACEMENT / OFFBOARDING SERVICES - 3 Days; 2 Instructors

Retail Price	GSA Discount (%)	GSA Price
\$28,950	5%	\$27,503 (does not include travel)



Employee Outplacement and Career Transition Workshop 2 Days / 1 Instructor / Email Resume Reviews

CLASS AGENDA:

- **Day One:** Federal Resume Writing and USAJOBS Resume Builder and Navigation, One Instructor
- **Day Two:** Private Sector Resumes and Behavior-Based Interview Training - Preparation and Practice
- Resume Reviews for twenty attendees will be provided off-site by email; 2 hours for resume mark-up for both resume formats.
- **Course Materials:** Federal Resume Guidebook, 6th Ed . - INCLUDED IN COURSE

COURSE DESCRIPTION:

Workforce Reduction Employee Outplacement Services: Federal agency, program, budget, mission changes may cause furloughs, RIFs and agency downsizing. This two-day, three-part class will provide training for federal resume and private sector resume writing training, behavior-based interview preparation and practice, plus two hours of resume review and mark-up via email from the federal career coach.

During the two-day training, participants will learn how to properly write a federal resume and two-page private sector resume, know how to apply for federal positions on USAJOBS, and how to master the behavior-based interview. During this “hands-on” training, participants are invited to bring their position description, evaluations, and prior resume drafts to work on the new resumes and objectives in the classroom format.

The instructors will explain the best method to analyze a target job announcement for keywords, skills, specialized experience, as well as mastering the Questionnaire for government positions and private sector positions.

The instructors will guide participants in writing, evaluating and sharing work-related accomplishments to enhance their applications and interviewing skills.

Based on our expertise in Resume Writing since 1973 - The Resume Place, Inc., is as THE leading resume writing and training firm based on our books and training programs in government agencies.

Employee Outplacement and Career Transition Workshop - 3 Days/ 2 Trainers/ On-Site Resume Reviews

CLASS AGENDA:

- **Day One:** Federal Resume Writing and USAJOBS Resume Builder and Navigation
- **Day Two:** Private Industry Resume Writing and Behavior-Based Interview Training - Preparation and Practice
- **Day Three:** One-on-one coaching meetings by appointment with two-coaches: Federal Resume Reviews, Developmental Edit and Consultations
- **Course Materials:** Federal Resume Guidebook, 6 th Ed - INCLUDED IN COURSE

COURSE DESCRIPTION FOR GSA ADVANTAGE:

Workforce Reduction Employee Outplacement Services: Federal agency, program, budget, mission changes may cause furloughs, RIFs and agency downsizing. This three-part class will provide training for federal resume and private sector resume writing training, plus one-on one resume reviews and developmental editing services.

During the three-day training, participants will learn how to properly write a federal resume and two-page private sector resume, know how to apply for federal positions on USAJOBS, and how to master the behavior-based interview. During this “hands-on” training, participants are invited to bring their position description, evaluations, and prior resume drafts to work on the new resumes and objectives in the class room format.

The instructors will explain the best method to analyze a target job announcement for keywords, skills, specialized experience, as well as mastering the Questionnaire for government positions and private sector positions.

The instructors will guide participants in writing, evaluating and sharing work-related accomplishments to enhance their applications and interviewing skills.

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Senior Executive Service (SES) Executive Core Qualification (ECQ) Writing Workshop

Contractor: Resume Place, Inc., Baltimore, MD

TWO DAYS WITH RESUME REVIEWS (TWO TRAINERS)

Retail Price	GSA Discount (%)	GSA Price
\$16,000	5%	\$15,200 (includes course text, does not include travel)

TWO DAYS (ONE TRAINER)

Retail Price	GSA Discount (%)	GSA Price
\$10,000	5%	\$9,500 (includes course text, does not include travel)

ONE DAY WITH RESUME REVIEWS (TWO TRAINERS)

Retail Price	GSA Discount (%)	GSA Price
\$10,000	5%	\$9,500 (includes course text, does not include travel)

ONE DAY (ONE TRAINER)

Retail Price	GSA Discount (%)	GSA Price
\$5,500	5%	\$5,225 (includes course text, does not include travel)

HALF DAY (ONE TRAINER)

Retail Price	GSA Discount (%)	GSA Price
\$3,500	5%	\$3,325 (includes course text, does not include travel)

90-MINUTE LIVE WEBINAR

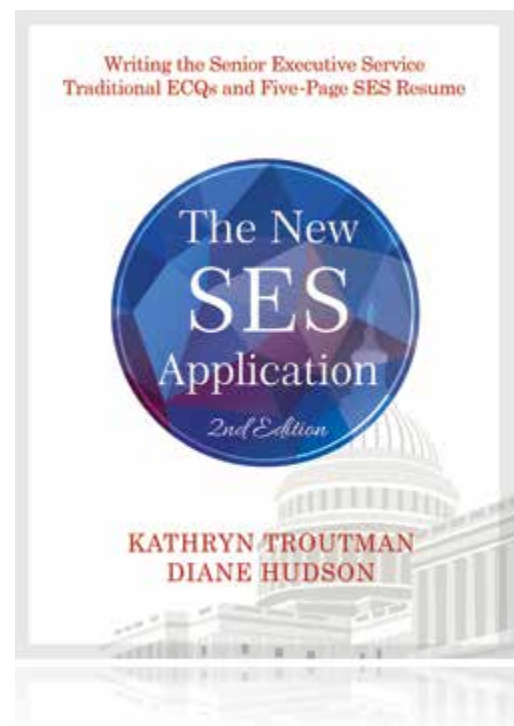
Retail Price	GSA Discount (%)	GSA Price
\$1,800	5%	\$1,710 (agency's Adobe Connect Administration)
\$3,000	5%	\$2,850 (RP's Adobe Connect Administration)

COURSE DESCRIPTION:

This workshop will help executives write outstanding and more competitive ECQs. Outstanding, interactive, inspiring curriculum focusing on writing your TOP TEN LIST OF ACCOMPLISHMENTS. Starting with a few accomplishments, executives will learn how to MAP THEIR ACCOMPLISHMENTS into the ECQs.

Participants will be more confident about writing their Executive Core Qualifications (ECQ) and resumes. Participants will identify and practice writing about their Executive Core Competencies and Leadership Competencies, using the OPM's recommended model: Context, Challenge, Action and Results.

The New SES Application – Course Text by Kathryn Troutman and Diane Hudson - Participants will learn a new way of thinking and writing about senior management positions in government and their employee's role in current or future government leadership.



Participants Will Learn How To:

- Grasp how SES hiring process is managed by agencies and OPM
- Identify their ECQs and the corresponding 27 Leadership Competencies
- Use the Office of Personnel Management's preferred Context-Challenge-Action-Results-CCAR-model to write about their Executive Core Qualifications

SYLLABUS:

The New Executive Core Qualifications

- Leading Change
- Leading People
- Results Driven
- Business Acumen
- Building Coalitions/Communications
- The 27 Sub-competencies

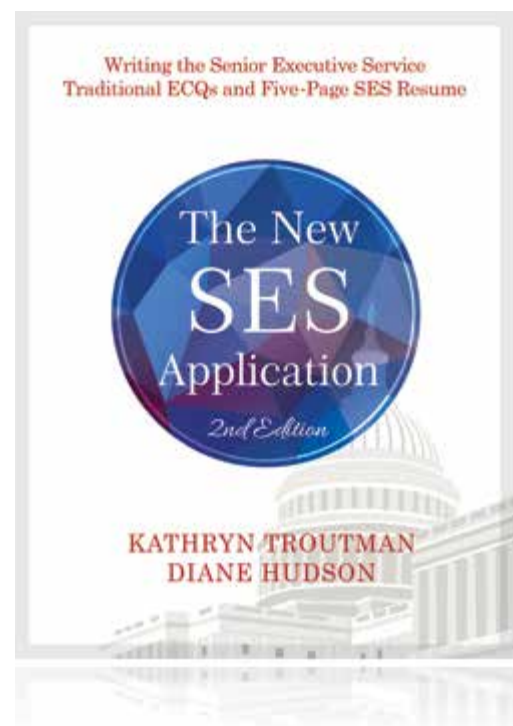
Writing About the SES Executive Core Factors

- Applying basics of effective writing-descriptions and narratives of experience
- Thinking up the organizational ladder
- Practice Writing

Practice Writing ECQs in the CCAR format during the class

- Write one or two accomplishments in the CCAR format
- Attendees will have the benefit of at least one CCAR review by one of the trainers
- Objective will be to write accomplishments in the CCAR format to match one of the ECQs

Text/Handouts: The New SES Application will be provided by the vendor for each participant.



Federal Resume Writing & USAJOBS Questionnaire

Contractor: Resume Place, Inc., Baltimore, MD

HALF DAY (15 TO 20 PARTICIPANTS)

Retail Price	GSA Discount (%)	GSA Price
\$3,500	5%	\$3,325

FULL DAY (15 TO 20 PARTICIPANTS)

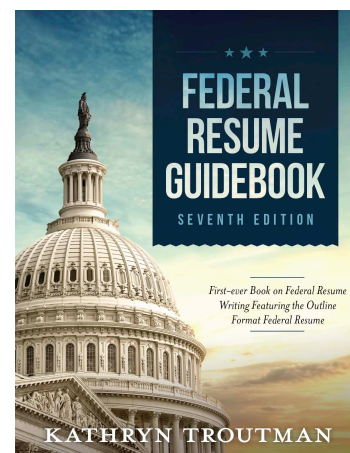
Retail Price	GSA Discount (%)	GSA Price
\$5,500	5%	\$5,225 (not including travel)

90-MIN WEBINAR - YOUR WEBINAR ADMINISTRATION

Retail Price	GSA Discount (%)	GSA Price
\$1,800	5%	\$1,710

90-MIN WEBINAR - Adobe Connect Administration by Resume Place Administrator

Retail Price	GSA Discount (%)	GSA Price
\$3,000	5%	\$2,850



COURSE DESCRIPTION:

The Gold Standard in the industry, this resume-writing workshop is popular among numerous agencies since 1996. This interactive course incorporates partial lecture on the basics of excellent resume writing and demonstration of USAJOBS, as well as class writing activities for the resume development. Small group and individual resume reviews will be offered as part of the resume writing class.

Training Objectives:

- Train federal employees in basic resume writing, including compliance with the USAJOBS Builder
- Learn how to match the resume to the keywords from the vacancy announcement or position description
- Emphasize specific duties and knowledge, skills and abilities for Army occupations
- Inspire Accomplishments writing: learn how to add examples of efficiency, safety, effectiveness in performance to the resume
- The Accomplishments will become the KSA narratives or the KSA accomplishments in the resume to match the Department of the Army competencies

Hands-on / Interactive Activities (about 1 hour of the total time):

- What hats do you wear at work?
- Finding the keywords in an announcement
- Writing effective accomplishments using the CCAR format
- Resume dos and don'ts

Core Competencies Trained:

- **Resume Writing:** Write the federal resume with keywords and language that will match the vacancy announcement and the questionnaire
- **USAJOBS and Questionnaire Navigation:** Analyze the announcement qualifications and questionnaire KSAs, in order to understand the qualifications.
- **Oral Communications:** Advise jobseekers about critical information on federal employment processes and Behavior-Based interview techniques
- **Problem-Solving:** For jobseekers who are attempting to change occupational series, offices or agencies

Federal Job Search and Federal Job Application Workshop

Contractor: Resume Place, Inc., Baltimore, MD

FULL DAY (15 TO 20 PARTICIPANTS)

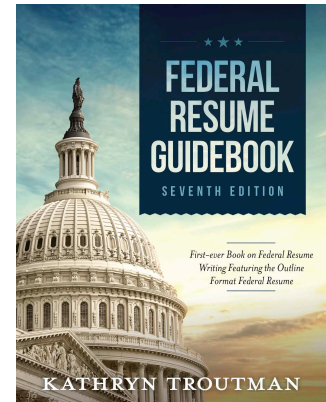
Retail Price	GSA Discount (%)	GSA Price
\$5,500	5%	\$5,225 (not including travel)

HALF DAY (15 TO 20 PARTICIPANTS)

Retail Price	GSA Discount (%)	GSA Price
\$3,500	5%	\$3,325 (not including travel)

90-MINUTE LIVE WEBINAR (20 PARTICIPANTS)

Retail Price	GSA Discount (%)	GSA Price
\$1,800	5%	\$1,710 (agency's Adobe Connect Administration)
\$3,000	5%	\$2,850 (RP's Adobe Connect Administration)



COURSE DESCRIPTION:

Applying for a federal job online with USAJOBS is just as challenging as writing a “best qualified” federal resume thjat is targeted toward a specific government occupational series or job announcement. Our Federal Resume Writing Workshop is the Gold Standard in the industry and has been taught hundreds of times at government agencies since 1996. Highly effective in classroom or computer room; full-day, half-day or 90-minute webinar series.

We tailor every training to the Occupational Series, Grade and Agency Mission in the classroom, and the sample resumes, USAJOBS announcements. The announcements, samples and keywords will target attendee occupations: manufacturing, administrative, technical/scientific examples.

Training Objectives:

- Train federal employees in how to analyze job announcements for keywords, KAs, specialized experience.
- How to handle the questionnaire and “give yourself the most credit possible”
- How to manage the resume the best possible with the USAJOBS builder or Uplod choices
- How to track and follow-up with applications, results and questionnaire answers
- How to feel comfortable with the total online application, including document uploads
- Emphasis on SAVED JOBS and SAVED SEARCH features to manage a federal job campaign the most efficiently possible.
- How to have confidence in a total federal job search campaigning for a promotion or new position

Writing SMART Job Objectives and Accomplishments for Performance Evaluations

Contractor: Resume Place, Inc., Baltimore, MD

FULL DAY (15 TO 20 PARTICIPANTS)

Retail Price	GSA Discount (%)	GSA Price
\$5,500	5%	\$5,225 (not including travel)

HALF DAY (15 TO 20 PARTICIPANTS)

Retail Price	GSA Discount (%)	GSA Price
\$3,500	5%	\$3,325 (not including travel)

90-MINUTE LIVE WEBINAR (20 PARTICIPANTS)

Retail Price	GSA Discount (%)	GSA Price
\$1,800	5%	\$1,710 (agency's Adobe Connect Administration)
\$3,000	5%	\$2,850 (RP's Adobe Connect Administration)



COURSE DESCRIPTION:

Highly-successful performance evaluation writing workshop for federal employees. inspiring, interactive, productive and designed to improve confidence and writing of self-evaluations!

INTRODUCTION:

Common Problems in Job Objectives

- Does not reflect the reality of your position and does not represent the ACTUAL expectations or desired end results of your work
- Overly broad and generalized (e.g., re-stating your organizational mission statement)
- Summarizes past accomplishments rather than anticipating future performance

Writing SMART Objectives

- Understand the Purpose of Job Objectives.
- Contextualize Your Job & Compile Critical Resources
- Determine Your Job's Most Important Aspects
- Connect Work Activities to Desired End Results
- Connect Desired End Results to SMART Objectives
- Potential Challenges & Solutions

Writing Accomplishment Self-Evaluations

- Track objective-based accomplishments
- Learn How to Brag: Tips & Tricks for Writing About Yourself
- Use the CCAR Formula for Writing

Ten Steps to a Federal Job® - Certified Federal Job Search Trainer / Certified Federal Career Coach - Hosted Program

Contractor: Resume Place, Inc., Baltimore, MD

FULL DAY (15 TO 20 PARTICIPANTS)

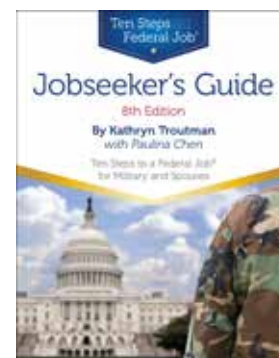
Retail Price	GSA Discount (%)	GSA Price
\$5,500	5%	\$5,225 (not including travel)

HALF DAY (15 TO 20 PARTICIPANTS)

Retail Price	GSA Discount (%)	GSA Price
\$3,500	5%	\$3,325 (not including travel)

90-MINUTE LIVE WEBINAR (20 PARTICIPANTS)

Retail Price	GSA Discount (%)	GSA Price
\$1,800	5%	\$1,710 (agency's Adobe Connect Administration)
\$3,000	5%	\$2,850 (RP's Adobe Connect Administration)



COURSE DESCRIPTION:

This most popular and first-ever curriculum on federal job search is an easy-to-follow system to find and apply for federal jobs.

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.

Ten Steps to a Federal Job®

- Step 1: Review the Federal Job process
- Step 2: Networking for Federal Jobs – USAJOBS and Non-Competitive Appointments
- Step 3: Search for Federal Jobs on USAJOBS
- Step 4: Find Keywords in USAJOBS Vacancy Announcements
- Step 5: Find Your Core Competencies
- Step 6: Write the Federal Resume in the Outline Format
- Step 7: KSAs, Accomplishments and Questionnaires
- Step 8: Apply for Federal Jobs and Non-competitively Direct to Special Hiring Programs
- Step 9: Track and Follow-up
- Step 10: Interview for a Federal Job (this is a test)

Course Outline:

- Take a tour of Kathryn Troutman's book, Jobseeker Guide, 8th Ed. (2017).
- Understand vacancy announcements and the federal hiring process
- Navigate USAJobs.gov and find federal jobs
- Hands-on computer work: write a federal resume in class that is easy to adapt to different announcements
- Learn how to use the outline format, keywords, and CCAR
- Highlight your best accomplishments to get your application selected
- KSA/essay writing and interviewing techniques

Behavior-Based Interview

Contractor: Resume Place, Inc., Baltimore, MD

FULL DAY (15 TO 20 PARTICIPANTS)

Retail Price	GSA Discount (%)	GSA Price
\$5,500	5%	\$5,225 (not including travel)

90-MINUTE LIVE WEBINAR (20 PARTICIPANTS)

Retail Price	GSA Discount (%)	GSA Price
\$1,800	5%	\$1,710 (agency's Adobe Connect Administration)
\$3,000	5%	\$2,850 (RP's Adobe Connect Administration)

COURSE DESCRIPTION:

This practical, hands-on course uses role-playing and class discussion to give participants the key skills needed to successfully prepare for the behavior-based interview format: preparing for the interview, practicing proper interview techniques, and effectively communicating your skills and accomplishments.

KSAs and accomplishments are reviewed and practiced and support the Job Analysis for the position. Confidence is built based on an “apples to apples” comparison of past experience to future experience.

This highly interactive course uses participant interviews, writing and sharing of examples to inspire thinking, writing and speaking in a positive way. It includes discussion of the importance of essays as outstanding interview preparation, especially for the popular behavior-based interview style. Participants learn how to write an outstanding federal resume, including integrating the accomplishments in the resume to STAND OUT in the interview.

Course Highlights:

- Intro to behavior-based interviews
- 8 steps to prepare for a behavior-based interview
- Write an accomplishment / response to a typical behavior-based interview question
- Practice and role-play the response in three interview situations: one-on-one, panel interview, and telephone interview
- Interview style tips: articulate speaking, smile, hand-shake, body-language, physical presence, interviewer's attention.
- Learn how to overcome a difficult interview scenario
- Increase confidence and positive-thinking through practice, practice, practice!

Hosted Programs - Certified Federal Job Search Trainer / Certified Federal Career Coach - Ten Steps to a Federal Job® License and Certification Program

Contractor: Resume Place, Inc., Baltimore, MD

3 FULL DAYS (7 PARTICIPANTS)

Retail Price	GSA Discount (%)	GSA Price
\$18,000	5%	\$17,100 (not including travel)

Additional Attendees

Retail Price	GSA Discount (%)	GSA Price
\$2,019	5%	\$1,918

Live (with Recorded) 7-Part Webinar Curriculum

Retail Price	GSA Discount (%)	GSA Price
\$18,000	5%	\$17,100 (not including travel)



COURSE DESCRIPTION:

The Resume Place, Inc., is the sole provider of this VOW Act train-the-trainer certification program offering successful program participants certification as a **CERTIFIED FEDERAL JOB SEARCH TRAINER®** and a **CERTIFIED FEDERAL CAREER COACH®**.

Train-the-trainer program for transition and employment readiness personnel who are providing federal employment training and advising of transitioning military personnel, spouses and Wounded, Ill and Injured soldiers. Curriculum includes: federal job search, successful federal resume writing "outline format", USAJOBS navigation. Federal hiring programs and appointments, including: VEOA, VRA, 30% or More Disabled, EO 13473 for Military Spouses, Schedule A and Pathways.

More than 2,500 transition personnel certified since 2002. Kathryn Troutman, Author, Curriculum Designer, Jobseeker Guide, 8th Edition, Class Text.

3-YEAR LICENSE TO TEACH TEN STEPS TO A FEDERAL JOB. 24 CEUs are provided.

COURSE OUTLINE:

Format #1 - 3-Day Live Class:

Day 1: Ten Steps to a Federal Job® - Text: Jobseeker Guide, 8th Edition (2017)

- Step 1: Review the Federal Job process
- Step 2: Networking for Federal Jobs – USAJOBS and Non-Competitive Appointments
- Step 3: Search for Federal Jobs on USAJOBS
- Step 4: Find Keywords in USAJOBS Vacancy Announcements
- Step 5: Find Your Core Competencies
- Step 6: Write the Federal Resume in the Outline Format
- Step 7: KSAs, Accomplishments and Questionnaires
- Step 8: Apply for Federal Jobs and Non-competitively Direct to Special Hiring Programs
- Step 9: Track and Follow-up
- Step 10: Interview for a Federal Job (this is a test)

Day 2: Human Resources Day.

- Veteran's Preference, Unique Hiring Programs, including Veteran's Preference: VRA, 30% or More Disabled, VEOA and federal jobs. Schedule A Hiring and Networking; Executive Order 13473 – Military Spouse Preference and Priority Placement Program S; Pathways Internships; Senior Executive Service; Excepted Service vs. Competitive Service; Category Rating and Federal Hiring.

Day 3: Federal Resume Coaching and Assessments.

- Coaching strategies for developing Best Qualified federal resumes
- Practice Ten Steps to a Federal Job by the class

Format #2 - 7-PART WEBINAR CURRICULUM – 24 classroom hours with Adobe Connect*Class 1: Ten Steps to a Federal Job®, Introduction and Steps 1 to 4*

We go online and use our licensed PowerPoint to learn the Ten Steps:

- STEP 1: Review the Federal Job Process
- STEP 2: Network – Who Do You Know?
- STEP 3: Research Vacancy Announcements on USAJOBS
- STEP 4: Analyze Your Core Competencies

Class 2: Ten Steps to a Federal Job®, Steps 5 to 7

- Continuing the Ten Steps to a Federal Job® curriculum, we begin to look at the federal resume, how to apply and interviewing:
- STEP 5: Analyze Vacancy Announcements for Keywords
- STEP 6: Write Your Outline Format and Paper Format Federal Resume
- STEP 7: KSAs in Your Federal Resume and Assessment Questionnaires

Class 3: Steps 8 to 10 - USAJOBS Navigation, Announcement Analysis, and Resume Builder Lessons

- STEP 8: Apply for Jobs with USAJOBS
- STEP 9: Track and Follow Up on Your Applications
- STEP 10: Interview for a Federal Job

Class 4: Veterans' Preference, Schedule A (Disabled), and Other Special Hiring Programs

- As a Certified Federal Job Search Trainer® and Certified Federal Career Coach®, you will be advising clients on the how the federal hiring process works and how to make the process work for them.

Class 5a: Priority Placement Program S for Military Spouses

- New program for Military Spouses in the US - licensed for you to teach! Curriculum took two years to develop with reviews by DOD CPMS. The Stars are Lined Up for Military Spouses on DOD's Program S Registry.

Class 5b: Creating Your First Resume

- New award-winning book and PPT for all first-time resume writers.

Class 6: Federal Resume Writing and Coaching Strategies

- Review the resume with the 11 Point Check Sheet.
- What is a Federal Resume? Why is the reverse chronological resume format the best and most preferred by the HR specialists?

Class 7: Federal Resume Writing Resources for Coaches

- As coaches, we provide samples, insight, keywords, and encouragement for our clients to write their own federal resumes. Coach your clients toward Best Qualified, Referred, Interviewed, and Hired into a federal job.
- In this final class, we review the materials in the Certified Federal Job Search Trainer®/Certified Federal Career Coach®.

Current Federal Career Publications by Kathryn Troutman:

- Jobseeker's Guide, 7th Edition (2017)
- Federal Resume Guidebook, 6th Edition (2016)
- Student's Federal Career Guide, 3rd Edition (2015)
- Creating Your First Resume (2016)
- The New SES Application, 2nd Edition (2016)
- 10 Step to a Federal Job slides, both long version and 1-hour

Senior Executive Service (SES) Executive Core Qualifications (ECQ) Consulting & Writing Services

Contractor: Resume Place, Inc., Baltimore, MD

Retail Price (per person)

\$210 / hour

GSA Discount (%)

5%

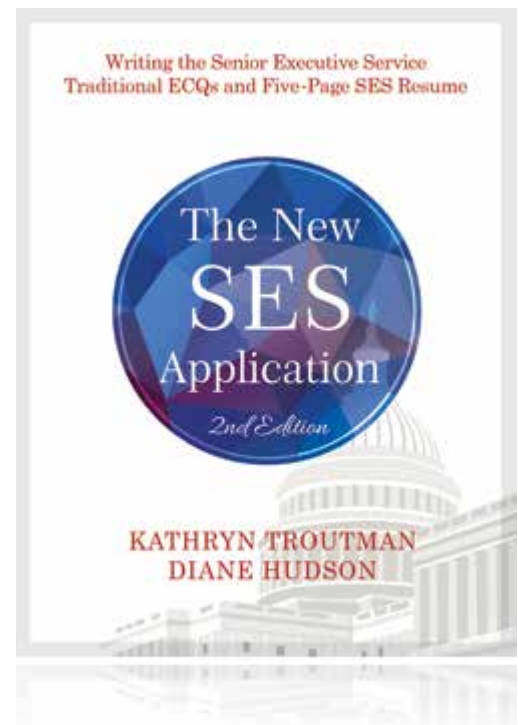
GSA Price

\$199.50 / hour

SERVICE DESCRIPTION:

The ECQ writing service is a collaborative writing and developmental editing service. The client provides us the best examples or their accomplishments in a draft or outline. Our role is to rewrite, expand, enhance, write at the executive level, tell a compelling story, and complete the project on-time and on-budget. Our ECQ service includes:

- Analyzing the Accomplishment Record to see how the accomplishments will blend into the Executive Core Qualifications;
- Brainstorming and discussing best accomplishments for the 5 ECQs: Leading Change, Leading People,
- Results Driven, Business Acumen and Building Coalitions;
- Matching accomplishments to the ECQs;
- Reviewing the drafts to make SURE the Context-Challenge-Action-Results format is followed;
- Edit and rewrite of responses to meet OPM's writing requirements and to place emphasis on applicant strengths.



Federal Resume Consulting & Writing Services

Contractor: Resume Place, Inc., Baltimore, MD

ADDITIONAL CONSULTING AND EDITING

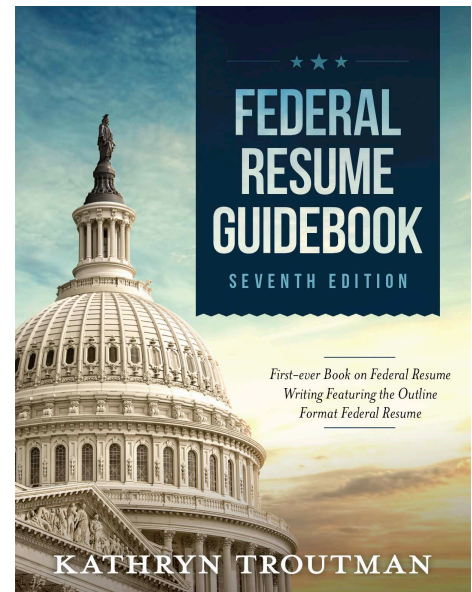
Retail Price (per person)	GSA Discount (%)	GSA Price
\$210 / hour	5%	\$199.50 / hour

SERVICE DESCRIPTION:

Our Certified Federal Resume Writers are trained and skilled in analyzing announcements, qualifications, Classification Standards, KSAs, Questionnaires and federal application instructions. The Full Service Writing Project includes 5 hours of interview, announcement analysis, document review, and writing for a new federal resume targeted toward one or two announcements and occupational series. We can build the right content, add the keywords, and focus on the Specialized Experience required in the announcement.

Included with this premier Resume Place service:

- A discussion regarding target job, professional background, and career accomplishments
- An important discussion about the announcement(s) and “how to apply” instructions. Proofs to comment on.
- A targeted federal resume written in our proven Outline Format, formatted and ready to copy and paste
- into USAJOBS, CPOL and other resume builders
- An opportunity to proofread, edit, and change copy before submission



SIN 333318TDTM

Off-the-Shelf Training Devices and Training Materials

Resume Place, Inc. publishes industry-leading books and training materials for federal jobseekers on how to successfully apply for a federal government job. We also offer licenses for career centers and military bases to use our popular database of over 400 resume samples: the Online Federal Resume Database. Orders these materials for your center today and be equipped with the best federal career counseling resources.

GSA Discount 5%

Federal Resume Database

Contractor: Resume Place, Inc., Baltimore, MD

CENTER 1 YEAR LICENSE OR ANNUAL RENEWAL

Retail Price (per person)	GSA Discount (%)	GSA Price
\$1,500	5%	\$1,425

2 YEAR LICENSE OR RENEWAL

Retail Price (per person)	GSA Discount (%)	GSA Price
\$2,500	5%	\$2,375

PRODUCT DESCRIPTION:

Online resources to help federal jobseekers with effective and correctly formatted federal resume and KSA writing. This database combines five of Resume Place's federal career book CD samples into one database. It is customized for each agency's career center with their own logo, name, user name and password. The user name and password may be shared with customers of the career center for easy coaching and guidance for federal job search through e-mail and telephone services.

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.

Includes more than 200 federal resume samples in Word. Just save the document as your own and cut and paste your text where you need it!

Features:

- 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 represented
- Paper and electronic federal resume examples
- Military samples – officer and enlisted, active duty and reserves
- Military spouse resume samples

