

APPLYING FOR FEDERAL GOVERNMENT POSITIONS

Presented by: Tamara Smith
Recruiter for Federal Aviation Administration (FAA)

APPLYING THROUGH USAJOBS.GOV



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Keywords

Job title, dept., agency, series, or occupation

Location

City, state, zip, or country

Search



We're hiring - help us respond to COVID-19.

The Federal Government is looking to fill various positions to help respond to and fight COVID-19. [View open positions.](#)



SHAPE AMERICA'S FUTURE

Find your fit in the Federal Government



Keywords: management and program analyst
Location: City, state, zip, or country
Search

- Open to the public ✕
- Washington, District of Columbia ✕
- 25 miles ✕

Remove all filters

Viewing 1 - 25 of 35 jobs

Sort by Relevance

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Hiring path Help

Select all

Open to the public (35)

Federal employees (269)

Competitive service (62)

Save this search. We'll email you new jobs as they become available.

Management and Program Analyst

Treasury, Departmental Offices

Department of the Treasury

Washington, District of Columbia

Starting at \$86,335 (GS 12)

Full-time • Career/Career

Conditional




Top filters

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Hiring path

[? Help](#)


[Select all](#)

 Open to the public (35)


Federal employees (269)

 Competitive service (62)

 Excepted service (16)

 Internal to an agency (65)

 Career transition (CTAP, ICTAP, RPL) (87)

 Land & base management (39)


Armed forces (117)

 Veterans (63)


 Military spouses (54)

Students & recent graduates (4)


 Students (2)


 Recent graduates (2)

Additional paths (168)

 Individuals with disabilities (54)

 Family of overseas employees (28)

 Peace Corps & AmeriCorps Vista (40)

 Special authorities (46)

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Hiring Path

You select which hiring path applies to you:

Never been employed with the government - select - “open to the public”

Are you a veteran - select - Veteran

Do you have a disability - select - individuals with disabilities



Save this search. We'll email you new jobs as they become available.

Management and Program Analyst

Treasury, Departmental Offices

Department of the Treasury

Washington, District of Columbia

Open 11/03/2020 to 11/17/2020

Starting at \$86,335 (GS 12)

Full-time • Career/Career Conditional



Management and Program Analyst

Treasury, Departmental Offices

Department of the Treasury

Washington, District of Columbia

Open 11/03/2020 to 11/17/2020

Starting at \$86,335 (GS 12)

Full-time • Career/Career Conditional



MANAGEMENT AND PROGRAM ANALYST

Treasury, Departmental Offices

Department of the Treasury

Washington, District of Columbia

Open 11/02/2020 to 11/16/2020

Starting at \$86,335 (GS 12)

Full-time • Career Conditional



Management and Program Analyst

U.S. Marshals Service

Department of Justice

Arlington, Virginia

Starting at \$102,663 (GS 13)

Permanent • Full-Time



Hiring path

[Select all](#)

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[Show options with 0 jobs](#)

Qualifications

Minimum Qualification Requirements

You may meet the minimum qualifications for the GS-11, if you possess the specialize experience, education, or a combination of the two.

Specialized Experience for the GS-11

One year of experience in either federal or non-federal service that is equivalent to at least a GS-09 performing all three (3) of the following duties or work assignments:

1. Experience advising manager / supervisors and personnel on a variety of Human Resources personnel action procedures.
2. Experience gathering and reviewing documents for accuracy and completeness.
3. Experience communicating information pertaining to Human Resources matters to a variety of audiences.

OR

EDUCATION (see EDUCATION SECTION of the vacancy announcement)

OR

A combination of both education and experience in which the total percentages must equal at least 100 percent to qualify an applicant for that grade level

RESUME WRITING FOR FEDERAL GOVERNMENT

- ▶ Ever wonder why you were not referred for that job?
- ▶ The position you applied for is very similar to a previous position?
- ▶ All of the duties/responsibilities, are duties you have done before?

MORE THAN LIKELY IT IS YOUR RESUME

Helpful Hints on Federal Government Resume Writing

- ▶ Customize your resume to fit each job
- ▶ Provide sufficient detail, but use concise language
- ▶ Use headings to guide the reader
 - ▶ Work Experience OR Education Experience OR Volunteer Experience
- ▶ Use past-tense action verbs (for past positions)
- ▶ Use percentages and years of experience where possible
 - ▶ For ex: During my tenure as budget assistant, I helped reduce supply waste and saved the company 30% from last year's budget.
- ▶ The DO NOTs
 - ▶ Do not just state duties: tell employer how well you did with accomplishments
 - ▶ Do not attach position description or cut & paste to your resume
 - ▶ Do not use acronyms unless they are spelled out initially

Federal Government Resume Formatting

- ▶ Example of how each position should be listed for federal government resumes:

Department of Transportation

04/2000 to Present

Office of Human Resources

40 hrs per week

800 Independence Avenue, SW

Washington, DC 20591

Supervisor: John Doe, (202) 555-1212

May be contacted or May not be contacted (please ask first)

Management & Program Analyst (GS-11/4) - proceed to write down your job description

(NOTE: GOVERNMENT RESUMES CAN BE MORE THAN 2 PAGES (SHOULD BE))

Federal Government Resume Formatting

- ▶ Example of how each position should be listed for federal government resumes:

Johnson & Johnson

Office of Human Resources

800 Independence Avenue, SW

Washington, DC 20591

Supervisor: John Doe, (202) 555-1212

May be contacted or May not be contacted (please ask first)

Management Assistant

04/2000 to Present

40 hrs per week

JOB POSTING (Administrative)

The major duties include, but are not limited to, the following:

- Provides administrative and clerical assistance to higher level staff.
- Prepares a variety of documents, spreadsheets, presentations, and correspondence.
- Proofreads documents for proper grammar and compliance with organizational procedures and standards.
- Receives and files correspondence, records, reports, and other materials.
- Schedules appointments and makes meeting arrangements.
- Enters or tracks data in systems or databases.
- Greets and receives visitors.
- Receives formal and on-the-job training in the functions and operations of the organization and the specialty area with which the office is concerned.

TWEAKING YOUR POSITIONS TO FIT THE JOB DESCRIPTION

- ❑ **Answered all incoming telephone calls, responded to questions, comments, etc. (on someone's resume as a task)**
 - ❑ Never use “ETC” - a manager is not going to guess what you did nor does that show what you truly did
 - ❑ As a reservation assistant, I am responsible for answering a 6 line phone system. During these phone calls, I maintain professionalism in responding to customers and provide extensive assistance as needed. I route all messages to the appropriate personnel via email. OR
 - ❑ As a Virginia State University Student Ambassador, I served for 2 years. I develop relationships with prospective students by phone, mail, email, text, social media, and with personal visits. The purpose of these contacts are to gather student information, answer questions, assist them to enroll at WSU and help them get to know what WSU has to offer. I help staff the Student Recruitment and Orientation Office for 5 hours each week, assisting with reception, phones, mailings, meeting with students and parents, and other duties as assigned.
- ❑ **Do you see how you can enhance your work and volunteer experiences**

HELPFUL HINT

- ❑ Narratives on your resume should tell a story about your work experience
 - ❑ Recommend using two methods:
 - ❑ **STAR - Situation, Task, Action, Result**
 - ❑ Situation - Describe your role and position in the company for a previous job that you're using as an example of your capabilities.
 - ❑ Task - Think of a time when you had to show your qualities by completing a specific task, or solving a problem.
 - ❑ Action/Activity - What did you do to achieve the task? Did you work off your own initiative, or did you follow guidelines accurately and successfully? Did you work alone or as part of a team?
 - ❑ Result - What was the outcome of your actions? How did they contribute to the success of your organization or the smooth running of the workplace? How did they lighten the load of your colleagues or superiors?

HELPFUL HINT

- ❑ Narratives on your resume should tell a story about your work experience
 - ❑ Recommend using two methods:
 - ❑ **CCAR - Content, Challenge, Action, Result**
 - ❑ Challenge - Describe the challenge that you faced. What did you have to fix, launch, overcome resistance and pushback to, or negotiate?
 - ❑ Content - Describe the circumstances of the situation, the timeline, story horizon, your job title and organization, the people, finances, and who and how you had to lead through the situation. Describe the who, what, where, why and how.
 - ❑ Action - Describe the actions you took to create action. Describe the high-level actions, not the “in the weeds, project management details.” Talk about whom you collaborated with, by office or level; what actions you took to resolve a problem by creating a new program, policy, or negotiating a deal.
 - ❑ Results - Describe the results. Quantify and qualify the results. Use numbers, percentages, dollar figures, and comparisons. Ask yourself, what was it like before I began the initiative, and what it is like now?



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