



Writing Your Federal Résumé

RECRUIT, RETAIN AND HONOR A WORLD-CLASS WORKFORCE FOR THE AMERICAN PEOPLE

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Job Opportunity Announcement

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Auditor

GSA, OFFICE OF INSPECTOR GENERAL

Agency Contact Information

Few vacancies in the following locations:

-  Washington, DC
-  Atlanta, GA
-  New York, NY

Work Schedule is Full Time – Recent Graduates

Opened Thursday 2/28/2016
(3 day(s) ago)

 Closes Saturday 3/9/2016
(6 day(s) away)

Salary Range
\$38,790 to \$69,545 / Per Year

Series & Grade
GS-0511-07-09

Promotion Potential
13

Supervisory Status
No

Who May Apply
All U.S. Citizens and Nationals who meet the eligibility requirements for the Pathways Recent Graduate Program as explained below under "REQUIREMENTS".

Control Number
3524792500

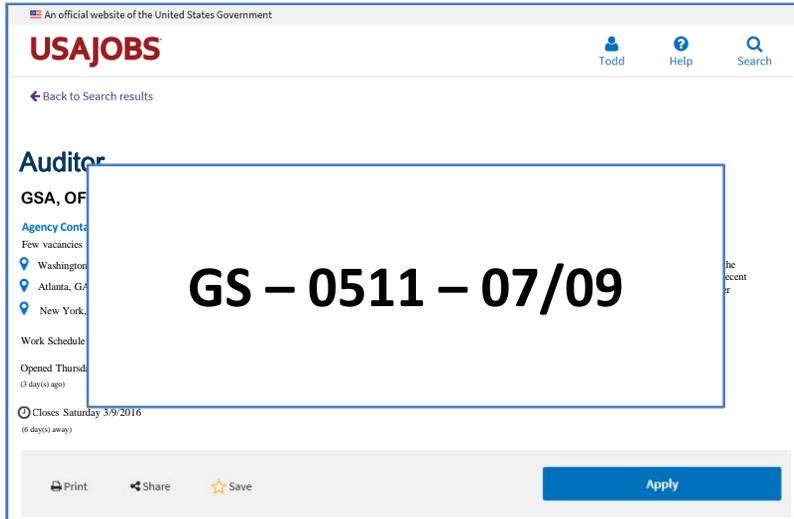
Job Announcement Number
JA-2013-17-RG

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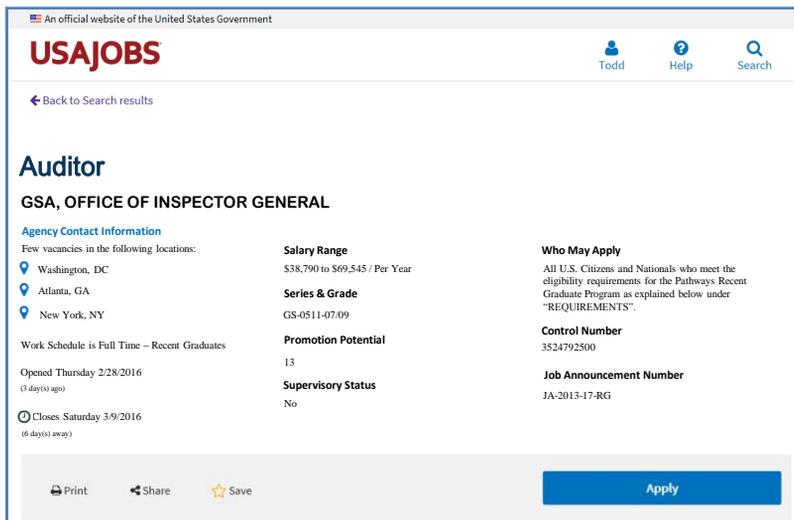
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Overview

Print

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Job Overview

How to Apply



Summary

Required Documents



[About the Agency](#)

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The GSA OIG is dedicated to protecting the public interest by bringing about positive changes in the performance, accountability, and integrity of GSA programs and operations. Oversight is provided through auditing, inspections and evaluations, and investigations of GSA extensive procurement, real property, and related programs and operations, which primarily support other federal agencies. OIG oversight components report their findings and recommend courses of action to promote efficiency and economy in the GSA's activities. Last fiscal year, our OIG professionals' efforts resulted in \$243 million in

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Duties

Duties

This position is located in the Office of Audits within the Office of Inspector General (OIG). The incumbent serves as an Auditor and works directly for the Washington, DC office. As an auditor, you will work on a team conducting performance audits. You will perform systematic audits, which may include analyses of reports, management controls, financial-related records and policies and practices that impact GSA organizations and activities. You will be responsible for 1) preparing work papers/reports to document the audit process including audit objectives and related conclusions, deficiencies, and recommendations for corrective action; 2) assisting higher level auditors in determining areas of high risk to focus on during an audit; and, 3) other related assigned duties.

At the full performance level of the position, additional responsibilities include:

- Performing research, evaluations, studies, and analyses;
- Researching and reviewing pertinent federal laws, regulations, and procedural requirements applicable to GSA programs, activities, and functions;
- Identifying significant audit findings, trends, and patterns; and,
- Preparing draft and final audit products, including reports and memorandums, detailing audit findings and recommendations for corrective action.

Travel Required

- Occasional Travel
- Selected applicant must be able to acquire and maintain a government-issued travel charge card.

Relocation Authorized

- No

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Qualifications

Job Requirements

Key Requirements

- Background security investigation required.
- Applicants must be U.S. Citizens or nationals
- Applicants must apply online via GSajobs (see "How to Apply" section)

Qualifications

Applicants must demonstrate in their resume and responses to the vacancy questions that they meet the basic OPM qualifications as well as qualifications described below. Applicants must meet all qualification and eligibility requirements for the position advertised within 30 days of the closing date of the vacancy.

To qualify for this position, applicants must meet the basic education requirements and specialized experience.

Basic Education Requirements:

Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor."); **OR,**

Combination of education and experience: at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include *one* of the following:

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Qualifications

Specialized Experience:

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All successful applicants for this position will possess the following competencies: Basic knowledge of accounting principles and auditing standards; the ability to apply audit techniques in collecting and analyzing data; the ability to communicate effectively, both orally and in writing; and the ability to conduct multiple segments of complex audits.

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OPM.GOV

Benefits and Other Information

Additional Information

Additional Information

What To Expect Next

Once your completed application is received, your qualifications will be evaluated. The best qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome. Applicants may also check the status of their application on-line 24 hours a day through USAJOBS.

Thank you for your interest in working for the U.S. General Services Administration, Office of Inspector General!

BENEFITS

[Review our benefits](#)

Other Information

BARGAINING UNIT STATUS: None

- This vacancy announcement does not preclude filling this position by other means. **Management also has the right not to fill the position.**
- Travel and transportation expenses may be authorized for interviews. Relocation expenses are not authorized for this position.

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Contact Information

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 U.S. General Services Administration	
General Services Administration Office of Inspector General	
Contact Joe Government Phone: 202-XXX-XXXX Email: joe.government@gsa.gov	Address Office of Inspector General 1800 F Street NW Room 5046 Washington DC US Fax: 111-111-1111



How to Apply

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Job Overview

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How to Apply

+

Required Documents

+

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How to Apply

Apply

How to Apply

-

How to Apply

You must submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the Announcement. Errors or omissions may result in your not being considered for this vacancy. A description of the online process is provided below. For more information on applying for a GSA vacancy, please visit [Applying for a GSA Job](#).

1. To begin, click **Apply Online** to create a **USAJOBS account** or **log in to your existing account**. Follow the prompts to select your USAJOBS resume and/or other supporting documents. Once you have completed this step, select "Apply for this Position Now!"
2. **Complete your personal information within GSAJobs**. Once you've been redirected to GSA's automated system, follow the prompts to create, review, or update your personal information. This information is used to determine your eligibility to apply for this position so be sure that it is up to date.
3. **Respond to all of the vacancy specific questions.**

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How to Apply

How You Will Be Evaluated

Category rating will be used to rank candidates into one of the three Quality groups; Best Qualified, Well Qualified, and Qualified. Veteran's preference consideration, if supported by appropriate documentation, is then applied. Qualified preference eligibles are placed above non-preference eligibles within their respective quality category and considered before non-preference-eligibles in that category. Note: Your responses must be substantiated by the resume submitted. If a determination is made that in responding to the vacancy questions you have rated yourself higher than is evident in your resume, experience, and/or education, your score may be adjusted by a Human Resources Specialist.

To preview questions please [click here](#).

Required Documents +



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How to Apply +

Required Documents +



Required Documents

How to Apply +

Required Documents -

Required Documents

You must submit ALL required documents before the closing date/deadline to have a complete application. Review the following list to determine which documents must be submitted online.

Current GSA OIG employees must complete the online application and resume.

ICTAP/CIAP Eligible: Submit (a) proof of eligibility including agency notice; (b) SF-50 and (c) most recent performance rating.

College Transcripts: If you are using some or all of your college education to meet qualification requirements for this position, you must submit a photocopy of your college transcript(s). If selected, an official/sealed transcript will be required prior to appointment. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education. See [Application of Qualification Standards at OPM's General Schedule Qualification Policies](#) website for information on crediting education.

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3 Sections

- Job Opportunity Announcement (JOA) sources:
 - Qualifications
 - Occupational Questionnaire
 - Linked from the JOA
 - Duties

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Your Résumé

- Your résumé:
 - Your best marketing tool
 - Communicates your qualifications
 - Shows you can provide immediate results
 - Should be tailored for each job
 - Has no page limitations
 - Is your first and often only impression

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Format

- Reverse chronological order:
 - Lists your most recent experience first then work backwards listing previous jobs
 - Include job-relevant paid/unpaid experience
 - Recommended for Federal résumés

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Resume Information

- General Information Only
- Experience Only
- Experience and Accomplishment
(Two part answer = **IDEAL**)

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General Information Only

- Typically a 1 page resume
- Often used on every application
- Provides a vague overview of skills
- Does not capture qualifications

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Experience Only

- **Provides experience:**
 - Amount of experience:
 - “Managed an 8 person team over 15 years...”
 - Level of experience:
 - “Routinely advised and briefed organizational senior executives on...”

Note: Repetition is OK

- **Does not provide:**
 - Why you, over someone else (Accomplishment)

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Experience and Accomplishment

(Two part answer = IDEAL)

- **Provides experience:**
 - Amount of experience:
 - Level of experience:
- Note: Repetition is OK
- **Provides accomplishment:**
 - Who was impacted?
 - What were the cost savings?
 - Did you exceed deadlines?
 - Did you receive awards or recognition?
 - What changed/improved?
- **Helps answer:**
 - How well do you do the task?
 - Why should we hire you over others?



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Language Matters

(Two part answer)

- **Before:**
Responsible for planning, executing and coordinating special operations mountain and desert training. Served as primary instructor for all new Soldiers in training.
- **After:**
Developed and executed numerous sensitive and realistic training courses for nearly 1,500 personnel annually. Rated as the number one instructor over 20 peers on last 3 annual performance reports.

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Information

- **Personal sources:**
 - Former job descriptions
 - Supervisory reviews and feedback
 - Transcripts
 - Course feedback
 - Military honors
 - Awards and recognition
 - Customer acknowledgements
 - Survey results

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Information

- Think outside the box
 - Leadership roles in social organizations
 - Volunteer experiences
 - Projects
 - Professional/Academic challenges or successes
 - Special assignments
 - Travel experiences

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Skills

- Create
 - A list of your skills and match them to job types (Skills Profiler)
 - <http://www.careerinfonet.org/Skills/>



www.careeronestop.org

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Skills Profiler

System Skills

- **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Systems Analysis** - Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Systems Evaluation** - Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Resource Management Skills

- **Management of Financial Resources** - Determining how money will be spent to get the work done, and accounting for these expenditures.
- **Management of Material Resources** - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

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Translate

- Veterans
 - Translate military career fields to Federal occupations
 - <http://www.dllr.state.md.us/mil2fedjobs/>



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MIL2FEDJOBS

SERVICE MEMBER/VETERAN SEARCH

To find out what federal jobs are related to specific military occupations, use the following steps:

Step 1. Select the Service and the Personnel Category

Service: Army Navy Air Force Marine Corps Coast Guard

Personnel Category: Officer Warrant Officer Enlisted

Step 2. Select a Military Occupation

Military Occupation Code:
36A - Financial Manager

- or -

Military Occupation Title:
Financial Manager - 36A

MIL2FEDJOBS

Federal Occupational Series Related to Army 36A - Financial Manager

The table below lists federal occupations related to the military occupation you selected. Keep in mind that job qualifications vary according to specific positions that are being filled by the federal agency. To find out more about specific positions available and their requirements, use the Search USAJOBS Now link in the last column. If you'd like to learn general information about federal jobs, see [Federal Career Considerations](#).

Click on column headings to sort. Click on the numbers above and below the table to page through results.

Code	Title	Type	Federal Job Family	Search for a Job
0340	Program Management Series	WHITE COLLAR	0300 - GENERAL, ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP	Search USAJOBS Now
0343	Management and Program Analysis Series	WHITE COLLAR	0300 - GENERAL, ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP	Search USAJOBS Now
0501	Financial Administration and Program Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0503	Financial Clerical and Technician Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0505	Financial Management Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0510	Accounting Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0511	Auditing Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0512	Internal Revenue Agent Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0525	Accounting Technician Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0526	Tax Specialist Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now



Process

- 3 steps:
 - Review
 - Understand the requirements
 - Select in or select out
 - Identify
 - Find keywords and phrases
 - Highlight
 - Align
 - Place information into bullets
 - Match personal experiences/accomplishments

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Grade Level or Equivalent

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or **one (1) year of specialized experience** equivalent to at least the GS-5 level. Specialized experience includes, but is not limited to, performing routine technical accounting assignments, and assisting in the verification of reports against source accounts; reconciling bank and other accounts; verifying cash receipts and disbursement vouchers; verifying the accuracy of computations; and assisting in the preparation of basic audit work papers.

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Review

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Identify

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Match your experiences beginning with your current/most recent job

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- Verification of reports against source accounts,

Experience and accomplishment (Two part answer)

- Performing routine technical accounting assignments;
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Specialized Experience:

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- Verification of reports against source accounts,

Annually verified over 500 source reports and identified weak internal controls and accounting procedures. Created a new standard operating procedure which resulted in a 10% decrease in errors and \$52,000 in labor savings.

- Performing routine technical accounting assignments;
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Align

Specialized Experience:

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level.

- Verification of reports against source accounts,
Experience and accomplishment (Two part answer)
- Performing routine technical accounting assignments;
Experience and accomplishment (Two part answer)
- Reconciling bank and other accounts;
Experience and accomplishment (Two part answer)
- Verifying cash receipts and disbursement vouchers;
Experience and accomplishment (Two part answer)
- Verifying the accuracy of computations;
Experience and accomplishment (Two part answer)
- Preparation of basic audit work papers.
Experience and accomplishment (Two part answer)

Create answers for all of the bullets

All successful applicants for this position will possess the following competencies:

- Ability to:**
- Basic knowledge of accounting principles and auditing standards;
Experience and accomplishment (Two part answer)
 - Apply audit techniques in collecting and analyzing data;
Experience and accomplishment (Two part answer)
 - Communicate effectively, both orally and in writing;
Experience and accomplishment (Two part answer)
 - Conduct multiple segments of complex audits.
Experience and accomplishment (Two part answer)



Align

Current Most Recent Job/Experience

- Experience and accomplishment (Two part answer)

DELETE THE RED BULLETS

Align

Paste the two-part answers in your resume under the job where you earned the experience.

Repeat the process if you have other experience

Questionnaire

How You Will Be Evaluated

The category rating procedure is being used to rank candidates. If you are found qualified for the position, your responses to the self-assessment vacancy questions will be used to place you in one of the following categories: Qualified, Well Qualified, and Best Qualified. **Note: Your responses must be substantiated by the resume submitted. If a determination is made that in responding to the vacancy questions you have rated yourself higher than is evident in your resume, experience, and/or education, your score may be adjusted by a Human Resources Specialist.**



Résumé Summary

- Highlight your knowledge, skills, abilities and experience as it relates to the job.
 - Use keywords/phrases or short sentences
 - Paint a picture
 - Include your security clearance, if applicable
 - Complete only after you have listed all of your experience and accomplishments

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USAJOBS

- Special hiring authorities:
 - Veterans Recruitment Appointment (VRA)
 - Veterans 30% or more disabled
 - Disabled veterans who completed VA training
 - Schedule A for people with disabilities
 - Military Spouse
 - Certain former overseas employees
- Sensitive information and photographs

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USAJOBS

USAJOBS Documents - Resumes

Get noticed by recruiters—make your resume searchable
If you make your resume searchable, your profile and resume will be visible to recruiters searching our resume bank. Only one resume can be searchable at a time.

Resumes (3/5)

- Human Resources
Build 10/02/16
[Edit] [Duplicate] [Delete] [Searchable]
- Recruiting
Build 10/02/16
[Edit] [Duplicate] [Delete] [Searchable]
- Security Analyst
Build 10/05/16
[Edit] [Duplicate] [Delete] [Searchable]

Do not include in Resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.

Allows users 5 Resumes

- Upload
- Build
- Combination

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Resume Builder

searching our resume bank. Only one resume can be searchable at a time.

Add New Resume

Build resume | Upload resume

Human Resources
Build 10/02/16
[Edit] [Duplicate] [Delete] [Searchable]

Recruiting
Build 10/02/16
[Edit] [Duplicate] [Delete] [Searchable]

Security Analyst
Build 10/05/16
[Edit] [Duplicate] [Delete] [Searchable]

Do not include in Resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

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Resume Builder

The screenshot shows the USAJOBS Resume Builder interface. A modal window is open with the title "Resume Builder". Inside the modal, there is a "Resume Name" field containing "JA-2013-IT-RG" and an "Edit" button. Below this, a message says "Click on Add Work Experience to enter information related to your Jobs." followed by a blue "Add Work Experience" button. At the bottom of the modal, there is a checkbox "I do not wish to provide work experience" which is unchecked, and a blue "Next" button. In the background, a table lists three work experiences: "Human Resources", "Recruiting", and "Security Analyst", each with "View", "Edit", "Duplicate", and "Delete" options, and a "Searchable" checkbox.

Experience

The screenshot shows the "Work Experience" form in the Resume Builder. The form includes fields for "Employer Name", "Formal Job Title", "Employer Address 1", "Start Date", "Start Year", "Employer Address 2", "End Date", "End Year", "Country", "Salary", "Optional", "Currency", "Salary Rate", "Postal Code", "Average Hours per week", "City/Town", "May we contact your supervisor?", "State/Territory/Province", and "Is this a Federal/Civilian position?". There is a large text area for "Duties, Accomplishments, and Related Skills" with a character count of 15000. At the bottom, there are "Cancel" and "Save Work Experience" buttons. A note at the bottom says "Problems with formatting when pasting from Microsoft Word?".

All fields are required unless otherwise noted



Education

Resume Builder

Education All fields are required unless otherwise noted

School or Program Name Major Optional

Country Minor Optional

United States

Postal Code GPA Optional of GPA Max. Optional

City/Town Total Credits Earned Optional

State/Territory/Province System for Awarded Credits Optional

--Select-- Semester Hours Quarter Hours Continuing Education Units

Degree Level/Attained Honors Optional

--Select--

Completion date Optional

--Select--

Relevant Coursework, Licenses, and Certifications Optional

2000 characters remaining

Problems with formatting when pasting from Microsoft Word?

All fields are required unless otherwise noted



Education

Education: **University of Maryland** College Park, MD United States
 Bachelor's Degree 05/2013
GPA: 4.0 of a maximum 4.0
Credits Earned: 120 Semester hours
Major: Accounting **Honors:** Summa Cum Laude
Relevant Coursework, Licenses and Certifications:
 Auditing Theory and Practice
 Government Accounting
 Accounting I
 Accounting II
 Managerial Accounting
 Accounting Systems
 Taxation of Individuals
 Ethics and Professionalism in Accounting

References

Resume Builder

References All fields are required unless otherwise noted.

Name	Phone
<input type="text"/>	<input type="text"/>
Employer	Optional Email
<input type="text"/>	<input type="text"/>
Title	Optional Reference Type
<input type="text"/>	<input checked="" type="radio"/> Professional <input type="radio"/> Personal



Other Qualifications

Resume Builder

Resume Name Required

Job Related Training

Language Skills

Organizations/Affiliations

Professional Publications

Additional Information





Cover Letter

- Highlights experience
- Allows compelling language
- Optional



Additional Tips

- Write in plain language
- Show specialized experience
- Avoid acronyms
- Use spelling and grammar checks
- Have someone review
- Apply early as some JOAs limit the number of applications accepted



Summary

- Review the entire JOA
 - Understand the requirements
 - Assess your skills
 - Select in/Select out
- Pay close attention to the instructions
- Separate important information
- Tailor your résumé

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Questions

Email: Outreach@opm.gov