



# Writing Your Federal Résumé





# PRESIDENT'S MANAGEMENT AGENDA

**Leading the process to define the future Civil Service**

**The President's Management Agenda (PMA) is a comprehensive strategy to make government more efficient, effective, and accountable through three pillars:**

## Mission

A modern workforce will deliver mission outcomes the public expects by focusing on high value, high impact work in order to deliver effective outcomes the public expects.

## Service

A modern workforce will improve customer service for the 21st century by facilitating faster, more convenient, and more cost-effective customer experiences.

## Stewardship

A modern workforce leads to better stewardship of taxpayer dollars by utilizing new approaches, increasing transparency, and delivering better services.

**This Administration will pursue lasting progress through the holistic efforts of these three key drivers:**



### IT Modernization

**Modern information technology (IT)** will serve as the core resource for Government to meet the needs and expectations of Americans while keeping sensitive data secure.



### Data, Accountability and Transparency

**Data, accountability, and transparency** will provide the foundation to deliver better outcomes to the public and hold agencies accountable to taxpayers.



### People – Workforce of the Future

**A modern workforce** calls for civil service reforms to empower everyone from senior leaders to front-line managers to better align skills with evolving mission needs.

*“We must change the way that the Federal Government serves its citizens. A Federal Government that is accountable to all Americans is one that is nimble and evolves with technological changes. My plan will enable Americans to be better served by their government.”*

**—President Donald J. Trump**





## PRESIDENT'S MANAGEMENT A G E N D A

- **Mission:** The American people count on the Federal Government every day, from national security to infrastructure to food and water safety. Public servants must be accountable for mission-driven results but must also have the necessary tools and resources to deliver.
- **Service:** Federal customers range from small businesses seeking loans, to families receiving disaster support, to veterans owed proper benefits and medical care. They deserve a customer experience that compares to—or exceeds—that of leading private sector organizations, yet most Federal services lag behind the private sector.
- **Stewardship:** Effective stewardship of taxpayer funds is a crucial responsibility of Government, from preventing fraud to maximizing impact. Taxpayer dollars must go to effective programs that produce results efficiently. For example, the 2019 Budget conservatively projects that \$187 billion in savings can be achieved over the next decade through the





# Private Sector vs. Public

	Private	Public
Announcement	Wish List	Minimums
Meeting Qualifications	Flexible	Must Meet All
Keywords	Useful Once	Repetition is Helpful
Experience	Generalized	Specific
Accomplishments	Less	More
Detail	Straight to the Point	Building a Picture
Length	1-2 page	No Limit *
Look	Visually Appealing	Content, Content, Content
Skills Section	Useful	Not Useful
Applying	One Way	Multiple Ways





# Job Opportunity Announcement

**USAJOBS**  
Sign In  
Help  
Search

Create an account to get started — build your profile, create or upload resumes and apply for jobs.

[< Prev](#)[^ Back to results](#)[Next >](#)

## Auditor

GENERAL SERVICES ADMINISTRATION

[Office of Inspector General](#)**Overview**

Locations

Duties


Requirements

Required Documents

Benefits

How to apply

### Overview

[? Help](#)**Open & closing dates** 09/12/2018 to 09/24/2018

This job will close when we have received **100 applications** which may be sooner than the closing date. [Learn more](#)

**Pay scale & grade**

GS 07 - 09

**Appointment type**

Recent Graduates - This is a one-year appointment in the excepted service which may lead to a term or permanent appointment in the competitive service.

**Service**

Excepted

**Salary**

\$37,630 to \$70,173 per year

**Work schedule**

Full-Time - Full Time -

### This job is open to

[? Help](#)**Recent graduates**

Individuals who have graduated from an accredited educational institute or certificate program within the last 2 years or 6 years for Veterans.

**Apply** Print Share Save**Announcement number**

JA-2018-17-RG

**Control number**

510506700

### Location

[? Help](#)

Few vacancies in the following locations:

 **Washington DC** **New York, NY**





# Duties



## Duties

### Summary

It is anticipated that there will be significant interest in the announcement. As a result, the announcement will close at 11:59 p.m. ET on the date of receipt of the **200<sup>th</sup> application or at 11:59 p.m. ET on 3/9/2016**; whichever occurs first.

We are seeking a highly qualified and motivated individual to serve as an auditor and be a proactive member of our team. The Office of Inspector General (OIG) for the General Services Administration (GSA) is one of the original OIGs established by the Inspector General Act of 1978. The OIGs were created as independent and objective entities within an agency (A) to promote economy, efficiency, and effectiveness in the administration of the agency, and (B) to prevent and detect fraud and abuse in agency programs and operations. The OIGs report to the agency head and Congress through semi-annual and other reports.

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 criminal, civil, administrative, and other recoveries; over \$1.4 billion in GSA management decisions that agreed with GSA OIG audit recommendations; over 40 successful criminal prosecutions; and numerous suspensions and debarments. Applicants are encouraged to review the work and accomplishments of the GSA OIG on our website <https://www.gsaig.gov/>.

[Learn more about this agency](#)





# Responsibilities

## Responsibilities

This position is located in the Audits Office of Inspector General (OIG). The incumbent serves as an Auditor and works directly for the Fort Worth, Texas office. As an Auditor, you will work on a team conducting performance and attestation audits. You will perform systematic examinations and analyses of financial-related records, reports, management controls, and policies and practices that impact the financial condition of 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 actions; 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;
- Identifying significant audit and review findings, trends, and patterns;
- Researching and reviewing pertinent federal laws and Comptroller General decisions; and,
- Identifying legislative, regulatory, and procedural requirements applicable to GSA programs, activities, and functions.

## Travel Required

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

### Supervisory status

No

### Promotion Potential

13





# Who May Apply

## Who May Apply

### This job is open to...

All Recent Graduates eligibles

[Questions? This job is open to 1 group.](#)

## Job family (Series)

[0511 Auditing](#)

## Similar jobs

Auditors

Auditors, Field

Field Auditors





# Requirements

[? Help](#)

## Requirements

### Conditions of Employment

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

The experience may have been gained in either the public, private sector or [volunteer service](#). One year of experience refers to full-time work; part-time work is considered on a prorated basis. To ensure full credit for your work experience, please indicate dates of employment, and indicate number of hours worked per week on your résumé.





# Qualifications

## Qualifications

In order to qualify, you must meet the education and experience requirements described below. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application. Additional information about transcripts is [in this document](#).

### Basic Requirement for Auditor:

**A. Degree:** Bachelor's degree (or higher degree) in 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.

OR

**B. Combination of Education and Experience:** Must include 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:

- (1) Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law; OR
- (2) A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; OR
- (3) Completion of the requirements for a degree that included substantial course work in





# Qualifications

## **Specialized Experience:**

In addition to OPM's basic eligibility requirements, applicants must have specialized experience that is compensated or uncompensated (related educational and/or work experience) which has equipped you with the specific knowledge, skills and abilities to successfully perform the duties of the position in the application of professional accounting and auditing principles, procedures, and techniques.

**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.

**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, assisting in the verification of reports against source accounts, and performing routine technical accounting assignments; 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.

**GS-9 applicants** must have two (2) years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree or (1) year of specialized





# Additional Information

## Education

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please submit your foreign education evaluation with your application.

## 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!**





# How You Will Be Evaluated

## 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](#).

## Background checks and security clearance

Security clearance

[Public Trust - Background Investigation](#)





# Occupational Questionnaire

\*

5

Which of the following best describes your experience verifying the accuracy of computations

I have not had education, training, or experience in performing this task.

I have had education or training in performing this task, but have not yet performed it on the job.

I have performed this task on the job, but with close review and assistance from either a supervisor or a senior employee.

I have performed this task as a regular part of a job and only in unique or unusual situations did I require assistance or review by a supervisor or a senior employee.

Others regularly consult me for my expertise and assistance in performing this task or I have trained or instructed others so that they can perform this task.





# Required Documents

[Help](#)

## 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.

**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.

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

**[Veterans and applicants claiming veterans preference:](#)** You must submit a copy of the applicable Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of applicable active duty service. If selected, a DD-214 showing the type of discharge (member 4 copy) will be required prior to appointment. If you are claiming 10 point preference or Derived Preference (a spouse, widow/widower, or parent of a deceased or disabled veteran), you must submit the following in addition to the DD-214: (1) completed [SF-15](#) form; and (2) proof of your entitlement. A list of documents which serve as acceptable proof of entitlement is indicated on the SF-15 form.





# Benefits

[? Help](#)

## Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](#)
- [Healthcare insurance](#)
- [Pay and leave](#)

<https://www.usajobs.gov/Help/working-in-government/benefits/>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.





# How to Apply

[? Help](#)

## 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.**
4. **Submit any required documents.** A "Vacancy Documents" page is automatically displayed by the GSAjobs system. Review the Required Documents section of this announcement to determine which apply to you. You may choose one of the following options to submit your document(s): Upload; USAJOBS, or FAX. We strongly recommend you read the "Fax Instructions" provided on the Document Manager page prior to printing the Fax Cover Sheet and faxing your information.
5. **Respond to any Additional Assessment Questions.** If you are presented with additional assessment questions, be sure to respond to them or you may not be considered.





# Contact Information

## Agency contact information

 Joe Government

### Phone

[202-XXX-XXXX](tel:202-XXX-XXXX)

### Fax

000-000-0000

### Email

[Joe.government@gsa.gov](mailto:Joe.government@gsa.gov)

[Learn more about this agency](#)

### Address

GSA, Office of Inspector General  
General Services Administration  
1800 F Street NW Room 5046  
Washington, District of Columbia  
United States





# Next Steps

## Next steps

After the closing date/deadline:

1. **ELIGIBILITY/QUALIFICATIONS:** Your application will be reviewed for all requirements.
2. **REFERRAL TO MANAGEMENT:** If you meet all the requirements, you may be referred to management for review and a possible interview.
3. **SELECTION/TENTATIVE JOB OFFER:** If you are selected, you will receive a tentative offer and start the suitability and/or security background investigation process.
4. **FINAL JOB OFFER:** Once our security office determines you can come on board, you will be given a final offer, which is typically 40 days after the announcement closes.
5. **FINAL COMMUNICATION:** Once the position is filled, we will notify you of your status. You may also check your status by logging into USAJOBS. Go to My USAJOBS and then to Applications.

**Thank you for your interest in working for U.S. General Services Administration!**

[Close](#)





# 3 Sections

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





# 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





# 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





# Resume Information

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





# General Information Only

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





# 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)





# 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?







# 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.





# What Human Resources Needs

- Completed application
- Proof of:
  - Eligibility
  - Minimum qualifications with keywords
- Relevant experience (amount/level)
- Questionnaire responses supported on resume
- Additional assessments (if applicable)





# What the Hiring Manager Wants

- Immediate results
- Clear examples of Experience & Accomplishment
  - Amount
  - Level
- Additional relevant experience
- A reason to interview you instead of others





# Information

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





# Information

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



# Translate

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







# 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	<a href="#">Search USAJOBS Now</a>
0343	Management and Program Analysis Series	WHITE COLLAR	0300 - GENERAL, ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP	<a href="#">Search USAJOBS Now</a>
0501	Financial Administration and Program Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	<a href="#">Search USAJOBS Now</a>
0503	Financial Clerical and Technician Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	<a href="#">Search USAJOBS Now</a>
0505	Financial Management Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	<a href="#">Search USAJOBS Now</a>
0510	Accounting Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	<a href="#">Search USAJOBS Now</a>
0511	Auditing Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	<a href="#">Search USAJOBS Now</a>
0512	Internal Revenue Agent Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	<a href="#">Search USAJOBS Now</a>
0525	Accounting Technician Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	<a href="#">Search USAJOBS Now</a>
0526	Tax Specialist Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	<a href="#">Search USAJOBS Now</a>





# 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





# 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.





# Review

## **Specialized Experience:**

In addition to OPM's basic eligibility requirements, applicants must have specialized experience that is compensated or uncompensated (related educational and/or work experience) which has equipped you with the specific knowledge, skills and abilities to successfully perform the duties of the position in the application of professional accounting and auditing principles, procedures, and techniques.

**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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# Identify

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

### Ability to:

- Basic knowledge of accounting principles and auditing standards;
- Apply audit techniques in collecting and analyzing data;
- Communicate effectively, both orally and in writing;
- Conduct multiple segments of complex audits.

**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,

- Verification of reports against source accounts;
- Performing routine technical accounting assignments;
- Reconciling bank and other accounts;
- Verifying cash receipts and disbursement vouchers;
- Verifying the accuracy of computations;
- Preparation of basic audit work papers.

**GS-9 applicants** must have two (2) years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree or (1) year of specialized





# 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,
- Performing routine technical accounting assignments;
- Reconciling bank and other accounts;
- Verifying cash receipts and disbursement vouchers;
- Verifying the accuracy of computations;
- Preparation of basic audit work papers.

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

### Ability to:

- Basic knowledge of accounting principles and auditing standards;
- Apply audit techniques in collecting and analyzing data;
- Communicate effectively, both orally and in writing;
- Conduct multiple segments of complex audits.

**Match your experiences beginning with your current/most recent job**





# 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;
- Reconciling bank and other accounts;
- Verifying cash receipts and disbursement vouchers;
- Verifying the accuracy of computations;
- Preparation of basic audit work papers.

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

### Ability to:

- Basic knowledge of accounting principles and auditing standards;
- Apply audit techniques in collecting and analyzing data;
- Communicate effectively, both orally and in writing;
- Conduct multiple segments of complex audits.





# 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,

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;
- Reconciling bank and other accounts;
- Verifying cash receipts and disbursement vouchers;
- Verifying the accuracy of computations;
- Preparation of basic audit work papers.

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

**Ability to:**

- Basic knowledge of accounting principles and auditing standards;
- Apply audit techniques in collecting and analyzing data;
- Communicate effectively, both orally and in writing;
- Conduct multiple segments of complex audits.





# 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)

Experience and accomplishment (Two part answer)

Experience and accomplishment (Two part answer)

Experience and accomplishment (Two part answer)

Experience and accomplishment (Two part answer)

Experience and accomplishment (Two part answer)

Experience and accomplishment (Two part answer)

Experience and accomplishment (Two part answer)

Experience and accomplishment (Two part answer)

DELETE THE RED BULLETS





# Align

**Resume Builder**

**Work Experience** ⓘ All fields are required unless otherwise noted

Employer Name  Formal Job Title

Employer Address 1  Start Date  Start Year

Employer Address 2  End Date  End Year

Country  Salary  Currency  Salary Rate

Postal Code  Average Hours per week

City/Town  May we contact your supervisor?  
☐ Yes ☒ No ☐ Contact me first

State/Territory/Province  Is this a Federal Civilian position? ⓘ  
☐ Yes ☒ No

**Duties, Accomplishments, and Related Skills** (1400 characters remaining)

Experience and Accomplishment (Two-part answer)

Experience and Accomplishment (Two-part answer)

Experience and Accomplishment (Two-part answer)

Experience and Accomplishment (Two-part answer)

Problems with formatting when pasting from Microsoft Word?

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





# 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
  - AmeriCorps VISTA, Peace Corps
- Sensitive information and photographs





# USAJOBS Account – Résumé Builder

USAJOBS

Adrian





Help

[Home](#) [Profile](#) [Documents](#) [Preferences](#)

## Documents

Resumes (4/5)

Other (3/10)

 <b>View</b> 201280822 Built 08/16/18 <a href="#">Edit</a> <a href="#">Duplicate</a> <a href="#">Delete</a> <input type="checkbox"/> Searchable	 <b>View</b> August2018 Built 08/22/18 <a href="#">Edit</a> <a href="#">Duplicate</a> <a href="#">Delete</a> <input type="checkbox"/> Searchable	 <b>View</b> HR Management Built 02/13/15 <a href="#">Edit</a> <a href="#">Duplicate</a> <a href="#">Delete</a> <input checked="" type="checkbox"/> Searchable until 10/23/19	 <b>View</b> Today Built 07/30/18 <a href="#">Edit</a> <a href="#">Duplicate</a> <a href="#">Delete</a> <input type="checkbox"/> Searchable
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Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or DOCX).

You can make at least one résumé “searchable” to allow agencies to find your résumé and notify you about application opportunities in the future.

### 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

### Additional Help

[What should I include in my resume?](#)





# USAJOBS Account – Résumé Builder

HomeProfileDocumentsPreferences

Documents

Resumes (4/5)Other (3/10)

View

201280822  
Built 08/16/18

[Edit](#)

[Duplicate](#)

[Delete](#)

☐ Searchable

View

August2018  
Built 08/22/18

[Edit](#)

[Duplicate](#)

[Delete](#)

☐ Searchable

View

HR Management  
Built 02/13/15

[Edit](#)

[Duplicate](#)

[Delete](#)

☒ Searchable  
until 10/23/19

View

TodaY  
Built 07/30/18

[Edit](#)

[Duplicate](#)

[Delete](#)

☐ Searchable

Upload or build  
resume

Add New Resume

[Build resume](#)

[Upload resume](#)

**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

**Additional Help**

[What should I include in my resume?](#)

Uploaded documents must be less





# USAJOBS Account – Résumé Builder

Other (3/10) ×

## Resume Builder

Resume Name Required

JA-2018-17-RG Edit

Click on Add Work Experience to enter information related to your jobs.

Add Work Experience

☐ I do not wish to provide work experience

Next

### 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

### Additional Help

[What should I include in my resume?](#)

st be less  
e following  
1550





# Experience

## Resume Builder

### Work Experience

*All fields are required unless otherwise noted*

Employer Name	Formal Job Title		
<input type="text"/>	<input type="text"/>		
Employer Address 1	Start Date	Start Year	
<input type="text"/>	--Select--	--Select--	
Employer Address 2 <i>Optional</i>	End Date	End Year	
<input type="text"/>	--Select--	--Select--	
Country	Salary	<i>Optional</i> Currency	Salary Rate
United States	<input type="text"/>	USD	Per Year
Postal Code	Average Hours per week		
<input type="text"/>	<input type="text"/>		
City/Town	May we contact your supervisor?		
<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Contact me first		
State/Territory/Province	Is this a Federal Civilian position?		
--Select--	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Duties, Accomplishments, and Related Skills <span>(5000 characters remaining)</span>			
<input type="text"/>			
<small>Problems with formatting when pasting from Microsoft Word?</small>			
<input type="button" value="Cancel"/>	<input type="button" value="Save Work Experience"/>		

All fields are required unless otherwise noted





# Education

**Resume Builder**

**Education** ⓘ

All fields are required unless otherwise noted

School or Program Name

Country

United States

Postal Code

City/Town

State/Territory/Province

--Select--

Degree/Level Attained

--Select--

Completion date

--Select--

--Select--

Relevant Coursework, Licensures, and Certifications (2000 characters remaining)

Major

Minor

GPA

Optional

of GPA Max.

Optional

Total Credits Earned

Optional

System for Awarded Credits

Optional

☐ Semester Hours

☐ Quarter Hours

☐ Continuing Education Units

Honors

Optional

--Select--

Problems with formatting when pasting from Microsoft Word?

Cancel

Save Education

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

Employer

Optional

Email

Title

Optional

Reference Type

☒ Professional ☐ Personal

Cancel

Save Reference





# Other Qualifications

## Resume Builder

Resume Name

*Required*

JA-2013-17-RG

Edit

### Job Related Training

Add Job Related Training

### Language Skills

Add Language

### Organizations/Affiliations

Add Affiliation

### Professional Publications

Add Publication

### Additional Information

Add Information

Previous

Finish





# Other Qualifications

## Resume Builder

Resume Name

*Required*

JA-2013-17-RG

Edit

### Job Related Training

Add Job Related Training

### Language Skills

Add Language

### Organizations/Affiliations

Add Affiliation

### Professional Publications

Add Publication

### Additional Information

Add Information

Previous

Finish





# 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





Questions  
Email: [Outreach@opm.gov](mailto:Outreach@opm.gov)