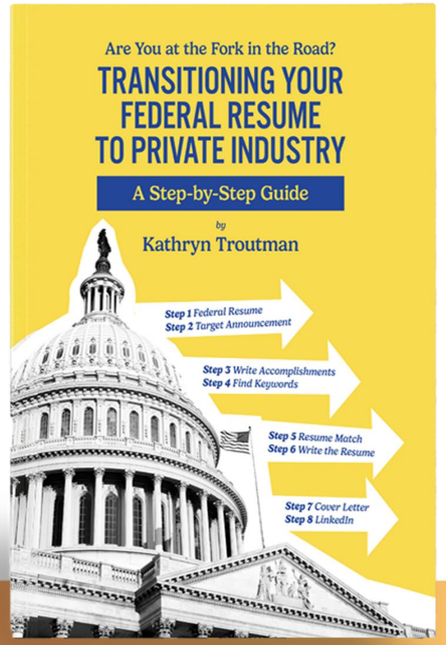
Former Federal Workers

Training for New Careers in Corporate America — Writing a Private Industry Resume and Cover Letter



Author:
Kathryn Troutman
Federal Career Coach
Founder of The Resume Place, Inc.
Kathryn@resume-place.com

Corporate Business • State / County Government Contracting
Small Business
University • Consulting

Ten Steps Certified®

Private Industry Resume Writing Lessons based on the text by Kathryn Troutman, ***Transitioning Your Federal Resume to Private Industry,* 2025**

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Part 1

8 Steps to Write Your 2-Page Private Industry Resume

1. Find and Update Your 5-page (or longer) Federal Resume
2. Find 1 to 2 Target Announcements
3. Write 3 to 5 Accomplishments
4. Use AI to Find Keywords
5. Analyze the Advertisement and Your Resume For A Match
6. Write Your 2-Page Resume
7. Write Your Cover Letter
8. Update Your LinkedIn

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STEP 1 Find and Update Your 5-Page (or longer) Federal Resume

- Update with your current position, duties and accomplishments.
- Look for accomplishments. If you don't' see them, start writing.

Target Skills:

- Budget Analyst
- Budget Development Resource Advisor

It is clear she is seeking a position as a budget analyst

ANNA FIORETTA
PSC 53 Box 8891 | APO AE 09464 | RAF Lakenheath, UK
Telephone: +44 44444444444 (UK) E-Mail AnnaFioretta@mail.com SSN: XXX-XX-1111

PROFESSIONAL EXPERIENCE

Budget Analyst (GS-0560-09) November 2013 - Present
United States Air Force (USAF) 40 hours per week
100th Air Refueling Wing, Comptroller Squadron
333 Washington Circle
RAF Mildenhall, UK 09454
Supervisor: Captain Wiley Hawthorn, USAF Telephone: DSN: 314-222-2222; may contact

BUDGET DEVELOPMENT, EXECUTION AND OVERSIGHT—Lead Budget Analyst for three squadrons reporting directly to the Budget Officer. Develops future year budget submissions for three squadrons based on historical, raw data analysis; conducts perpetual analysis of appropriated funds enabling day-to-day mission support on base; oversees activities of nine resource advisors and five annual budgets to ensure compliance with Federal Law, Department of Defense Fiscal Regulation. Performs daily tracking and reporting on $4M operation and management budget portfolio comprised of 95 wing-level accounts including Government Purchase Card, Fuel, Base Supply, and Shipping.

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STEP 1

Find and Update Your 5-Page (or longer) Federal Resume *(Continued)*

First Key Accomplishments:
COST ESTIMATING
This is an impressive accomplishment:
CERTIFIED DOLLARS FOR FUNDS READINESS FOR PRESIDENT OBAMA AND 2015 NORTH ATLANTIC TREATY IN WALES IN 2014

TEACHING AND MENTORING—Developed squadron training course on cost estimation and analysis methodologies to yield high-fidelity spending plans and budget submittals. Initiated cross-training opportunity with Comptroller Squadron teammates and led cost analysis and earned-value management training. Conducted process improvement studies on two standard Squadron procedures, documented procedures in two step-by-step training documents, and led two team training sessions to introduce enhanced process.

Key Accomplishments:

- Developed and presented basic cost estimating training class for teammates; succeeded in closing critical skill gaps for attendees in the area of budget validation
- Certified $6.5M of appropriated dollars to support mission requirements across the U.S. Air Forces in Europe to include funds readiness for support of President Obama at the 2014 North Atlantic Treaty Organization Conference in Wales.

Acquisition Management Specialist (GS-1101-09/11/12) September 2010 – November 2013
United States Air Force (USAF) 40 hours per week
Space Development and Test Directorate
Launch Systems Division, Space Launch Section
2222 Augustine Avenue, Kirtland AFB
Albuquerque, NM 87117
Supervisor: Bob Glass, GS-13, DAF Telephone: DSN: 222-3333; may contact
Alternate Contact: Major Joe Cardiff, USAF Telephone: DSN: 612-8888; may contact

STRATEGIC PLANNING—Worked with senior members of the project team to set the overall strategy and objectives for a group of projects: launch vehicle procurement, launch ranch procurement, and mission assurance procurement. Aligned outcome of projects with USAF's overall business mission for AF Space Command. Discussed strategy with high-ranking team members, individual project managers, budget analysts, the contracting officer, cost analysts, IT security experts, and numerous technical support contractors ensuring individual project goals aligned with mission strategy.

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STEP 1

Find and Update Your 5-Page (or longer) Federal Resume *(Continued)*

Outline Format with
ALL CAP KEYWORDS
What can you edit out to make this two pages? More than half of these words.

RESOURCES
PLANNING
LEADERSHIP
INTERPRETATION OF LAWS

RESOURCE ALLOCATION—Conducted workforce analysis studies and evaluated resource needs to create budgets and allocate people and technical resources to individual teams. These studies were critical to scheduling launches on the Air Force Space Command manifest in order to ensure personnel availability to meet major milestones. Developed milestone charts to establish priorities within overall programs and requested allocation of resources in line with those priorities. Identified tasks common to multiple projects to avoid duplication of effort, minimize waste, and reduce costs. Reviewed the skills available within the project teams and arranged necessary training to improve performance; de-conflicted multiple launch programs to ensure Government and contractor supportability for scheduled projects.

PLANNING, ORGANIZING, AND DIRECTING WORK OPERATIONS—Worked with numerous organizational segments and individual project managers to establish plans and goals for each project. Set objectives, assigned tasks, allocated budgets, and agreed to timetables for achieving intermediate and overall mission goals. Established benchmarks for regular review of work to ensure projects remained on target and to define what constituted success. Consulted and briefed individuals at the General Officer level on program milestone progress and non-routine problems; adjusted work plan, as necessary. Established formal reporting structure to readily obtain information needed to coordinate and monitor progress across all projects.

LEADERSHIP—Routinely led project teams in meetings coordinating activities of major acquisition program projects. This included: weekly program management team meetings; onsite working groups with contractor personnel; risk management working group; budget team; major program milestone reviews; contractor performance reviews; and requirements working group. Established performance standards in accordance with project management guidelines; developed work schedules to accommodate other active launch programs within the MAJCOM; balanced the tasks to be completed with the needs of the team members; and prioritized team work assignments. Mentored and motivated new and seasoned team members to keep major space program acquisition projects on target throughout the contract lifecycle.

INTERPRETING LAWS, POLICIES, AND REGULATION—Comprehensive knowledge of the Defense Federal Acquisition Regulation, as well as specific space launch acquisition regulation, to include AFPD 10-12, AFI 10-1200 Series, AFI 63-1201, AFSPCI 10-1208, and SMCI 63 Series. Interpreted and applied this knowledge in the performance of all acquisition program management duties. For instance, implemented SMC-G-1202 (Space Flight Worthiness Criteria) and AFI 63-1201 (Life Cycle Systems Engineering) requirements into detailed system matrices to ensure all launch components were compliant with regulatory guidance.

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STEP 1

Find and Update Your 5-Page (or longer) Federal Resume *(Continued)*

Accomplishments: Impressive Acquisition Accomplishments!

Acquisition Program Procurement Budget and Contract Closeout..

59+ process Improvement Concepts

Key Acquisition Program Accomplishments:

ORS-3 Minotaur I Space Launch Vehicle December 20XX – October 20XX

Mission Overview: Acquisition Program Manager for the final space launch vehicle procurement on the Orbital-Suborbital Program 2 contract. Procured a Minotaur I space launch vehicle in support of the Operationally Responsive Space (ORS) Office satellite program "Enabler" - a multi-satellite configuration capable of putting 26 unique research and development nano-satellites into orbit simultaneously, in addition to the primary payload satellite, ORS-3.

- Awarded contract in 17 days (82 percent reduction in standard award schedule time)
- Trailblazer for new FAA licensing process in lieu of costly, time-consuming AF certification

TacSat-4 Minotaur IV Space Launch Vehicle November 20XX–September 20XX

Mission Overview: Acquisition Program Manager for joint Navy and USAF launch of TacSat-4, a military communications satellite providing unprecedented radio frequency availability in remote deployment zones. Procured the first Minotaur IV+ launch vehicle, as well as launch range services from Kodiak Launch Complex, AK.

- Accelerated budget and contract closeout for $63M space program; returned $900K of unexpended funds to customer before end of fiscal year deadline
- Applied continuous improvement methodologies post-flight: collaboratively archived 50+ process improvements concepts for future implementation in launch programs

Spaceports 3 for Kodiak Launch Complex June 20XX – September 20XX

Mission Overview: Acquisition Program Manager and designated subject matter expert for launch range facility acquisitions at Kodiak Launch Complex, Kodiak Island, AK. Supported two Minotaur IV launches from the remote Kodiak Island launch range: S26 and TacSat-4.

- Recognized mission-degrading continuity gap as team members left the organization. Wrote Statement of Work to establish critical continuity on range operations, manning levels, and rocket motor transportation logistics. Resulted in $35K contract award; preserved continuity.

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STEP 1

Find and Update Your 5-Page (or longer) Federal Resume *(Continued)*

WOW, a lot of training!

EDUCATION

Master of International Affairs, National Security Track **GPA 3.88** May 20XX
Texas A&M University
4220 TAMU, College Station, TX 77843
Study Abroad: Doha, Qatar: Jan. 20XX | Sri Lanka and Philippines: Jan. 2010
Concentrations: *Middle East Studies, Homeland Security, International Economic Development*

Bachelor of Science Print Journalism **GPA 4.0** May 20XX
Bachelor of Science Criminal Justice
Troy University
600 University Avenue, Troy, AL 36082
Academic Honors: Summa cum laude graduate, Honors student, Phi Kappa Phi, Order of Omega

TRAINING/CERTIFICATIONS

COURSE TITLE	DATE COMPLETED
Department of Defense Financial Management Level I Certification	(Approval Pending)
APDP/DAWIA Level I Certification (Defense Acquisitions, Technology, and Logistics Workforce)	September 20XX
APDP/DAWIA Level II Certification (Defense Acquisitions, Technology, and Logistics Workforce)	September 20XX
Squadron Officer School, Course A: Communication & International Security Studies	July 201X
Squadron Officer School, Course B: Leadership	July 201X
Squadron Officer School, Course C: Warfare & Profession of Arms	July 201X
Squadron Officer School, Course D: Integration & Application	November 20XX
Air Force Cost Center of Excellence, Decision Support Course	January 201X
Defense Acquisition University Notable Coursework:	
SYS101	December 201X
PMT251	February 201X

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STEP 1

Find and Update Your 5-Page (or longer) Federal Resume *(Continued)*

So impressive!
But you can't keep all of this information in two pages!

HONORS, AWARDS, AND AFFILIATIONS

Department of the Air Force, Exemplary Civilian Service Decoration	201X
American Society of Military Comptrollers	201X-Present
Space Development and Test Directorate Team of the Year (Minotaur Space Launch Team)	201X
Space Development and Test Directorate Civilian of the Year (Cat II)	201X
Launch Systems Division Civilian of the Year (Cat II)	201X
Launch Systems Division Civilian of the 4th Quarter (Cat II)	201X
Project Management Institute (PMI), *Member*	20XX-20XX
Presidential Management Fellow (PMF) Graduate	20XX-20XX
Texas A&M University George Bush School of Government Dean's Leadership Certificate	20XX
Texas A&M University George Bush School of Government Writing Certificate	20XX
International Association of Emergency Managers, *Secretary*	20XX-20XX
Bush School Graduate Assistantship (Texas A&M)	20XX-20XX
Troy University Woman of the Year	20XX
Troy University Millennium Scholar	20XX-20XX

2014 AWARD NOMINATIONS UNDER BOARD REVIEW

100 Comptroller Squadron Civilian of the 1st Quarter, (Cat II)
100 Comptroller Squadron Civilian of the 3rd Quarter, (Cat II)
USAFE Budget Analyst of the Year (Cat II Nominee for 100 CPTS)

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STEP 2 Find 1 to 2 Target Announcements



This is a good Budget Analyst Job – with a Think Tank, Innovative Service Delivery Partner Company!

About the job

PTAG Is a Project Management Advisory & Services Firm, Which Is Recognized In The Industry By Project & Construction Management Industry Think-tanks, Innovative Service Delivery Partners And World Leading Industrial Clients. We Are Looking For a Budget Lead Analyst To Help Us Expand Our Presence With Our Clients In The Power Industry. We Seek Project Professionals Who Will Align With Our Corporate Mission, Vision & Values

Our mission is to help our clients ensure successful delivery and efficient operation of their major capital projects. Our goal is to employ innovation and strategic thinking by capital project subject matter experts to deliver optimum project results.

Skills/Abilities:

- Excellent interpersonal skills
- Analytical competence and technical skills.
- Able to interact effectively with all levels of management.
- Ideal candidates will have strong analytic and critical thinking skills with the ability to grasp new concepts quickly, think holistically and strategically, work independently achieve results with minimal supervision. In addition, this candidate will have strong organizational skills with the ability to prioritize work as necessary.
- Importantly the candidate will be capable of providing leadership and oversight for junior staff members including coordinating, reviewing and delegating workloads.

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STEP 2

Find 1 to 2 Target Announcements *(Continued)*

BEWARE: THIS TAKES TIME.
You cannot write your new two-page resume without a sample new job announcement to target.

You have to really read the announcements closely. Look at the company background. Description of the mission, customers, scope of work. Maybe google them.

Go to one of the private industry job databases and look for a job that would be good for you. Or find two or three of them. You need to search for the jobs now, before you create your private industry resume.

- Linkedin.com/jobs — I used Linkedin.com/jobs for this book
- Maryland Workforce Exchange Jobs — https://mwejobs.maryland.gov
- Glassdoor (salary, interview prep)
- AngelList (startup and venture capital funded companies - beginner positions)
- Idealist (nonprofit)
- CareerBuilder
- Google for Jobs
- Dice

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STEP 2

Find 1 to 2 Target Announcements *(Continued)*



Anna can do all of this and MORE. The mission of the company is very good for Anna. She has all of the qualifications.

Role & Responsibilities

- Intercompany (billing of operations, contract custody, transactions posting, cash and non-cash settlement and tally of operations).
- Bank Reconciliation
- Transactional accounting, Administration processes not automatically performed by the system. Review and fix every automatic process with exceptions.
- Monthly closure in compliance with Tax, Control and Regulatory Requirements
- As a member of the Administration Management team, this position will support the Administration management as required.
- Provide accurate and timely reporting on the monthly closure ensuring good quality of information, a fair image of the transactions from an accounting point of view. Report monthly accounting metrics to the Corporate Function in Spain.
- Ensure an efficient performance on the Intercompany, Bank Reconciliation, and transactional accounting daily.
- Communicate with the different departments within the Company (Treasury, Tax, Control) to achieve the accounting accuracy required for monthly closures.

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STEP 3 Write 3 to 5 Accomplishments

The accomplishments can grab the attention of the recruiter and get you an interview. This is critical! You have to be interesting and relevant!

Anna's Accomplishments support Budget, Acquisitions an are impressive for the mission of and organization that is cutting edge.

Now that you have researched possible job announcements, companies, missions, duties and responsibilities, and requirements, think about *your* accomplishments: You will need to add these to your two- or three-page resume — and be ready to talk about them in an interview. What are the accomplishments you are most proud of that will demonstrate your top skills for your next position?
These accomplishments could be the reasons they will hire you!

1. Anna, Budget Analyst, GS-9

1. **In support of President Obama at the 2014 North Atlantic Treaty Organization Conference in Wales I certified $6.5M of** appropriated dollars to support mission requirements across the U. S. Air Forces in Europe to include funds readiness.
2. **Budget and Acquisition Program Manager for final space launch vehicle procurement for the Orbital-Suborbital Program 2 Contract - ORS-3 Minotaur I Space Launch Vehicle.** Awarded contract in 17 days (82 percent reduction in standard award schedule time).

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STEP 3

Write 3 to 5 Accomplishments
(Continued)

The accomplishments are impressive, interesting and specific…and can result in an interview!

Quiz: Which of these statements is an accomplishment?

1. I spearheaded the design and rollout of an internal stay interview course and other retention resources. Over 200 leaders completed the course, and many more referenced tools that my team and I developed, including a retention toolkit and retention consulting.
2. Lead employee engagement and retention at VA Denver, the top-rated hospital system in Colorado.
3. I designed, planned and operated physical fitness program to help USAF mental health technicians and providers pass physical fitness tests. Trained 80+ health technicians, all of whom passed their physical fitness tests.
4. Provide coaching and coordinated group classes and solo fitness training.

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STEP 3

Write 3 to 5 Accomplishments
(Continued)

Write Your Top 2 or 3 Accomplishments 10 words for each!

1. _____

2. _____

3. _____

The accomplishments can grab the attention of the recruiter and get you an interview. This is critical! You have to be interesting and relevant!

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STEP 4 Use AI to Find Keywords

You have to try Microsoft Copilot or Chat GPT. Sample Prompt:
Review the following <Insert Job Position> job announcement from <Insert Company Name>. Identify ten key phrases in this announcement that where this company focuses on <Insert Product Line>. Give me three sets of ten key phrases to choose from.

These keywords match ANNA's resume perfectly. This is a great list!

Make a Keyword List — ChatGPT or Microsoft Copilot

Open up ChatGPT (it's free), Microsoft Copilot (comes with Microsoft Office), or your favorite AI assistant. Write your prompt question. Copy the DUTIES and REQUIREMENTS into the text field. Do a quick check against the REQUIREMENTS to make sure the answer captured them accurately. Most of these keywords SHOULD be in your resume. Private industry companies use AI to find candidates with keywords, education, and years of experience.

Microsoft Copilot Keywords Prompt Question:
Can you give me 10 keyword phrases, 3 words each?

Here are 10 three-word phrases:

1. Manage financial records
2. Reconcile bank statements
3. Ensure regulatory compliance
4. Support audit processes
5. Review monthly reports
6. Lead accounting team
7. Analyze financial data
8. Improve process efficiency
9. Monitor cash flow
10. Ensure accurate reporting

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STEP 4

Use AI to Find Keywords *(Continued)*

Private industry recruiters will search for qualified candidates with AI based on keywords!

Feature the keywords from the recruitment advertisement in your resume.

Quiz: Which words are NOT Keywords for Budget Analyst responsibilities?

1. **Manage financial records**
2. **Writer-Editor**
3. **Reconcile bank statements**
4. **Plan course curriculum**
5. **Ensure regulatory compliance**
6. **Review monthly reports**
7. **Tasks include**
8. **Other duties include**
9. **Analyze financial data**
10. **Purchase housing-specific supplies**

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STEP 5 Analyze the Advertisement and Your Resume For A Match

Does your resume match the announcement? Anna's resume really does match this position!

Anna's resume MATCHED this position. I think that she would get an interview… She could get an offer!
- Kathryn Troutman

- Anna's budget work was innovative.
- Her budget work was in the power industry.
- She did deliver major capital projects.
- She was an innovative budget person.
- She did delivery optimum project results.

Matching Strategy

Does your resume match the job?

TARGET JOB	EXPERIENCE
Innovative service delivery provider	Managed $63M budget for The Tac-Sac-4 Minotaur IV Space Launch Vehicle
Expand presence with clients in the power industry	Funds certification for President Obama's 2014 North Atlantic Treaty Organization Conference in Wales, in 2014
Successful delivery and efficient operation of major capital projects	Normal budgeting for 95 USAF Mildenhall Air Refueling Wing for 95 wing-level accounts since 2013
Innovative and strategic thinking by SMEs	Recommended 50+ process improvements concepts for future launch programs for Space Launch Vehicle Budgets
Deliver optimum project results	Managed $63M budget for The Tac-Sac-4 Minotaur IV Space Launch Vehicle

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STEP 6 Write Your Two-Page Resume

This is the biggest step of all. Writing the 2-page resume will take you 3 to 8 hours. So, just be patient and keep writing.

Start Editing Your Work History

Start with your current position

- Accomplishments are most important – do you see any? If not, you need to write them.
- Duties – edit down to 3 paragraphs

Position no.2

- Accomplishments – do you see any? If not, write two.
- Duties – edit down to 2 paragraphs

Position no. 3

- Accomplishments – do you see any? If not, write one or two.

Position no. 4 and 5

- Keep them short – one or two paragraphs only.

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STEP 6

Write Your
2-Page Resume
(Continued)

It is hard to believe two pages!

Add Education, Training, Certification, Honors, and Awards

- **Education**
- **Training**
- **Certification**
- **Honors**
- **Awards**

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STEP 6

Write Your
2-Page Resume
(Continued)

Feature your best skills!

Add a Profile or Summary to Feature Your Best Skills

PROFILE: Senior Budget Analyst with 15+ years' experience leading budget, accounting and acquisition programs for the U.S. Air Force. Apply expert knowledge of Generally Accepted Accounting Principles (GAAP), Generally Accepted Government Auditing Standards (GAGAS) and relevant financial laws and policies, including Sarbanes Oxley, to ensure efficiency, effectiveness and compliance of financial management operations. Combine expert skills in broad range of financial applications, with customer service and communications skills to drive continuous improvement of financial management processes.

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STEP 6

Write Your
2-Page Resume
(Continued)

Add Your Best Competencies / Keywords Toward Your Target Position

KEY COMPETENCIES

- Finance/Accounting Management/Auditing: Reconciliation, auditing and reporting
- Administrative Management: Contracting, budget/accounting and business process improvement
- Financial Reporting: Daily tracking and timely reporting on 95 accounts, including government purchase card, fuel, base supply and shipping
- Personnel Management/Training: Supervision and training of 9-person budget analyst team

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STEP 6

Write Your 2-Page Resume *(Continued)*

This is critical to stand out and get an interview!

Add Accomplishments — Be Specific

NOTABLE ACCOMPLISHMENTS

- TacSat-4 Minotaur IV Space Launch Vehicle (Budget/Accounting, Procurement): Acquisition program manager for $63M joint Navy and USAF launch of TacSat-4, a military communications satellite providing unprecedented radio frequency availability in remote deployment zones. Accelerated budget and contract closeout, returning $900K unexpended funds to customer. Applied continuous budget and accounting improvement methodologies; recommended 50+ process improvements for future launch programs (20xx).
- Funds Certification (Budget Execution): Certified $6.5M of appropriated dollars to support mission requirements across USAF Europe to include funds readiness for support of President Obama at the 2014 North Atlantic Treaty Organization Conference in Wales.
- Cost Estimation Training (Financial Training Design/Delivery): Developed and presented basic cost estimating training class for Comptroller Squadron, closing critical skill gaps in budget validation.

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STEP 7

Write Your Cover Letter

This is mandatory for private industry

Please use our Cover Letter Builder FREE OF CHARGE. https://resume-place.com/resources/cover-letter-builder/

Anna Fioretta

PSC 53 Box 8891 | APO AE 09464 | RAF Lakenheath, +44 44444444444 (UK) | AnnaFioretta@mail.com

[target company]
[address] [address]
[date]
Dear Hiring Manager:
Please find enclosed my résumé for the position of Budget Lead Analyst.

My relevant experience includes the following:

- I have over 15 years of experience leading budget, accounting, and acquisition programs for the U.S. Air Force. This includes managing a $40M budget portfolio for the USAF 100th Air Refueling Wing, including budget development/forecasting, daily accounting, reconciliation, and reporting, plus ensuring compliance with relevant financial laws, policies, and standards, including GAAS, GAAP, and Sarbanes Oxley (SOX).

- In addition to a Master's Degree, I bring extensive training and certifications in financial management and accounting, including Department of Defense Financial Management and Defense Acquisition Workforce Improvement Act Level II certifications.

- I also have significant experience managing personnel and teams. I currently manage a 9- person team of resource advisors and have developed and led financial training programs. As an Acquisition Management Specialist for the AF Space Command, I led multiple, high profile acquisition launch vehicle and mission assurance programs.

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STEP 7

Write Your Cover Letter *(Continued)*

Please use our Cover Letter Builder FREE OF CHARGE. https://resume-place.com/resources/cover-letter-builder/

I believe that I would be an asset to your organization because:

- I am passionate about instilling a culture of continuous improvement to ensure the efficiency, effectiveness, and compliance of our financial programs. As an Acquisition Program Manager at Space Development and Test Directorate, Kirtland Air Force Base, I led multiple process improvement teams, delivering 50+ process improvement concepts for future launch programs.

- I have extensive experience collaborating across a diverse program and financial management community. I routinely work with project managers, budget analysts, Contracting Officers, cost analysts, IT security analysts, contractors, and senior executive leadership to ensure the achievement of our mission.

- I bring a commitment to best-in-class Customer Service. I routinely work in a cross- organizational capability to coordinate the resources needed to fulfill our customer needs.

Thank you for your time and consideration. I look forward to your response.

Sincerely, Anna Fioretta

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STEP 8 Update Your LinkedIn Account

You have to update your LinkedIn account to match your background and target positions!

Private Industry Recruiters will research your LinkedIn account within seconds of looking at your resume – if they are interested in your background!

LINKEDIN SUMMARY

Seasoned project management professional with 13 years' experience driving positive change as a leader and internal consultant, including human capital management. Expert in end-to-end project oversight, including setting strategy, winning buy-in, managing complex project and communication plans, building consensus among diverse stakeholders, analyzing data, and communicating with different levels of leadership. Experience includes designing and launching employee surveys and responsive retention programs and planning and implementing performance management systems.

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7 Career Change Case Studies — *Every Case Has All 8 Samples*

- **5-Page Federal Resume**
- **Target Private Industry Job Announcement from LinkedIn**
- **3 Accomplishments**
- **AI Keywords from Microsoft Copilot**
- **Match Strategy – Does the resume match the announcement**
- **Write the Two-Page Private Industry Resume emphasizing 10 years of experience and at least 3 accomplishments**
- **Cover Letter**
- **Update the LinkedIn**

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6 MORE Career Change Case Studies —

5-Page Resumes Rewritten Into 2-Page Resumes and Cover Letters



CEDRIC SMITH

22

Technical Operations Group Assistant

GS-7

Targeting
HR Ops – TS/SCI w/Poly



BOBBI ROBBINS

34

Employment Services Training Coordinator

GS-11

Targeting
Career Development Facilitator/ Human Services Worker II

$68K



GEMMA COLLINS

46

Manager, Employee Engagement and Retention

GS-12

Targeting
Human Resource Manager

$98K



COURTNEY FARMER

58

Army Community Service Specialist

GS-11

Targeting
Assistant Director, Fitness and Wellness

$60K



JOHN SMITH

70

Human Capital Officer

GS-15

Targeting
Human Resources Director

$195K



KEITH SMITH

85

Audit Director

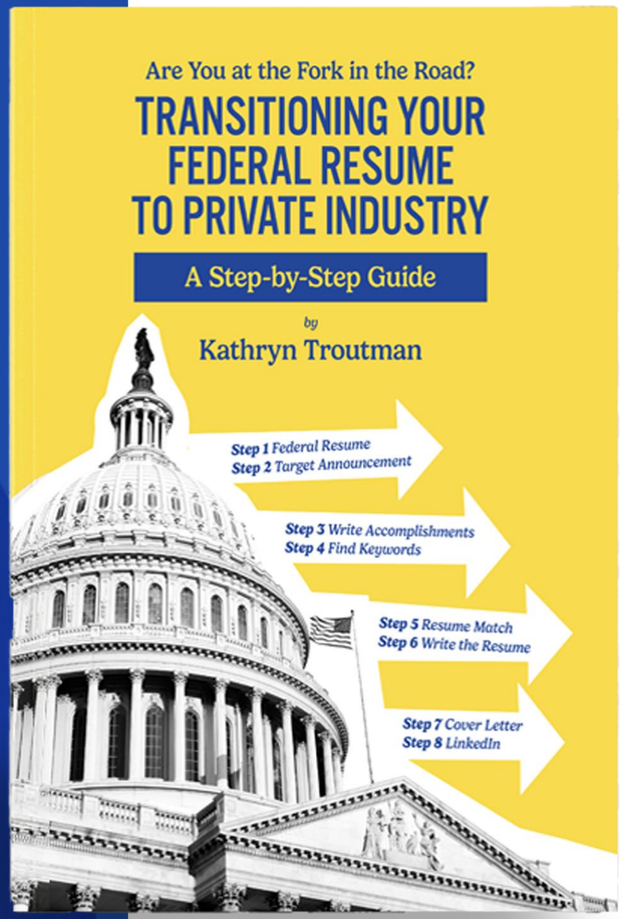
GS-15

Targeting
Chief Financial Officer

$200K

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Writing Your Two-Page Private Industry Resume, Cover Letter, And LinkedIn Update



Order online at www.resume-place.com

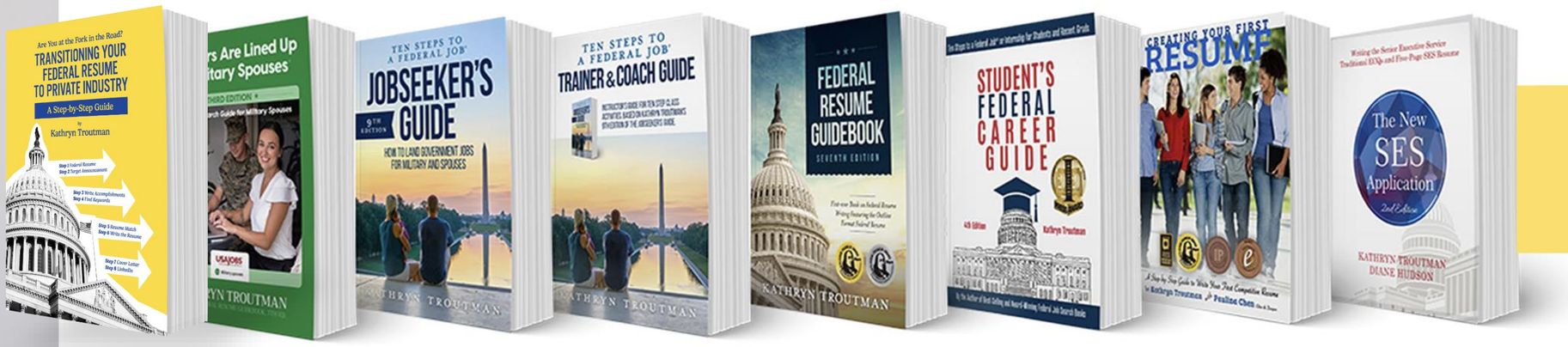
What are your top two takeaways from this class?

About the Author

Kathryn Troutman
Federal Career Coach

Kathryn Troutman is known as the “Federal Resume Guru” among federal jobseekers, agencies, and military transition offices worldwide. Kathryn founded Resume Place, Inc., the first federal resume writing service in America! Kathryn also wrote the FIRST ever book on federal resume writing, the Federal Resume Guidebook 7th Ed.





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Kathryn Troutman, Author and Publisher

Founder of The Resume Place, Inc. in 1971