Title: Convert Your Federal Resume for Industry
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Host: Hello, and welcome to today's webinar, *Convert Your Federal Resume for Industry*. This presentation is part of a new APA series, *Professional Resilience in Changing Times*, designed to offer strategies for psychologists facing career shifts, employment disruptions, and supporting clients through job uncertainty. Some housekeeping notes before we get started. The views expressed in this presentation are those of the presenter and may not reflect the views of the American Psychological Association.

Next, this program does not offer CE. However, we will email everyone watching live today a certificate of attendance. Certificates will only be issued to those who watch for a minimum of 45 minutes. A recording of this presentation will be emailed to everyone in two weeks' time. The recording will include the presentation slides and any handouts provided by the presenter.

During our time together, you will be on mute. You can communicate with us using the Q&A box located on your webinar screen. Have a question for our presenter? Type them in using the Q&A box located on your webinar screen. A link to the presentation slides will be posted in the chat box of your webinar screen. If you miss them, don't worry. We will email them to you along with the recording.

Now, let me introduce our presenter. Kathryn Troutman is a career coach who has specialized in the federal resume format. Troutman has written and published more than 30 successful books on federal resume writing, gaining her the title Federal Resume Guru. In early 2025, she pivoted to helping those affected by federal layoffs. Her new book, *Transitioning Your Federal Resume to Private Industry,* walks readers through the process of creating an impactful two-page industry resume. She's here to do that for us this evening. Welcome, Kathryn Troutman.

Kathryn Troutman: Thank you very much for that introduction. I'm glad to be here. I wrote the book, started writing it about 12 hours after the memo went out. I was so shocked when it happened, and I knew I wanted to write a book. I've written so many of them on writing federal resumes that I thought I should take some of the sample federal resumes from one of my books, like this one right here, about a resume guidebook. I thought I should take some samples out of here, five pages, and turn them into private industry resumes, and that's what I did.

That's what I'm going to be doing tonight. Let me make sure I'm sharing the screen with you. Hold on a second. I'll share the screen. We're going to talk about two-page resumes. Do the screen here? You see it okay? Yes, I think you do. I'm going to use the PowerPoint for the book, and I'm also going to be showing the book to you. I'm going to go through the samples that are here. Let's see. I'm also going to go to LinkedIn and look for a few jobs to share and I'm going to pull out the duties and requirements and I'm going to put that content into Microsoft Copilot and I'm going to be using this prompt right here to find the competencies that are very important for your resume.

I'm going to show you those competencies, and we're going to analyze these jobs. We're going to be doing a lot of work.By analyzing the core competencies for the job,

you'll be able to look at those words and decide, is that job right for you? Is that good for you? Do you want to apply for that job? Let's go ahead and begin with the PowerPoint. I decided when I was working on the book, the steps that you should follow to begin writing your two-page resume. Here they are. I just want to make sure you can see the slides okay. Can you see them all right?

Host: Yes, they look great. Thank you.

Kathryn: Thank you. The first step is to find your federal resume, five pages or whatever it is, and update it because that's your document that you're going to use to write the new resume. The second step is a surprise. I want you to go to find one or two target positions because you can't really write a brand-new resume until you have some idea of where you're going. You need to find some language. It takes a little while to find a couple of sample jobs. These jobs that you're going to look for, you're not necessarily going to apply for these jobs initially.

You just need to get going looking for jobs so you can get the words. If you don't have the words, you can't really write your two-page resume. That's number two. Number three, that's a surprise too. I want you to write some accomplishments. I have that as step 3, because step 6 is writing the resume. Step 6 is the hardest one of all. I don't want you to write the resume and the accomplishments at the same appointment because step 6 is the hard one. That's where you have to really edit the whole resume and get it down to two pages.

The accomplishments, you have to do that separate. After this class, what I want you to do is put on your calendar, write accomplishments, and set up a whole hour of time to look at your federal resume from before, find accomplishments, and make a list of them, five or seven of them on a separate piece of paper. They could be three sentences or five sentences long. I'm really, really serious. I want you to do this. I don't want you to work on your resume at this point. I want you to do accomplishments only. Focus on the accomplishments.

Be sure you add numbers into the accomplishments, people, the year, dollars, square feet, any numbers you can add into the accomplishments. I taught a live class a couple of days ago for PG County, and there were 20 people there. They all brought their resumes to the class. I asked them if they wanted to send a few of them to me to put up on the screen, and six or seven of them did. I put them up on the screen and their current job block, they all had their two-page resumes drafted. They did. They had a draft of them already.

Their current job block with their last job, they did not have accomplishments. None of them. I'm so glad they came to my class. At the very end of the class, I asked them what's their biggest takeaway. It was step 3. They are going to go home and write their accomplishments and add them into the resume and feature them after their description of their duties. I always recommend they add key accomplishments, type key accomplishments colon, and then type two or three accomplishments. Yes, they have to be short.

Three lines, three sentences, but they have to be added into the resume so you can grab the attention of the recruiter who's going to be reading the resume first before a hiring manager will ever see your resume. You got to go get them. I am just crazy

about step 3. When you go back this evening and look at your resume, or you can look at it right now during this class, and you can look at page 1 and see if you can see if you have any accomplishments on page 1. I really want you to identify the accomplishments under key accomplishments and have three bullets.

You'll see the sample resume that I'm going to show you, every single one of them has duties separated from accomplishments. We're going to do that. Okay, that's step 3. Step 4 is using the AI to find the keywords. I'm going to go back to one of those announcements that we find, and I'm going to take the duties and requirements and put them into Microsoft Copilot and use that awesome prompt that I have and come up with those 10 competencies, and you're going to just love it. I'm going to show you how to find the competencies.

Then you'll have this wonderful idea of the words that represent that job. When you see the words, you're going to think, "Oh, what that job?" or "Oh, no, I don't think so. No, there's just too much investigation. There's too much compliance. There's too much regulatory. No, I'm not doing that, out." You'll see that. Then number five is analyze the job against your resume and decide if you want to go for it or not. Step 6 is the hard one. That's where you have to sit down and create the two-page resume. That's a hard one there. Then seven, write the cover letter. I have a cover letter builder on my website, which is really great, free, easy to use. Then LinkedIn, you have to update it. Those are the six steps. I like the six steps. I really like them. That's what we're going to do today is we're going to go through them. Step 1 is find your resume. Here's the first resume that's in the book. She is a budget analyst. This resume here, this is a five-page resume.

This is what I call the outline format resume. I call it outline format because we have all CAP keywords, budget development, execution, oversight, teaching, mentoring. See that? Key accomplishments right there, italics. Then, two accomplishments. Then her second job is acquisition work. Then, strategic planning as a duty. Then more duties. This is the five-page resume with a whole bunch of words. Then she's got accomplishments, a whole bunch of space launch, acquisition stuff. That's her federal resume, so it's long.

Education, training certifications, honors. This is five pages, yes. Then this is the announcement that I found for her. A really good organization, a world-leading industrial client, think tank, innovative service. I thought it would be good for her since she's done so much space work. I chose this job for her. It takes time to find these announcements, yes. All these duties are fine for her. She can do any of this. Her job in the government is very good for a lead budget analyst. Now, I put in the book, I'll go to the book here in a second, I pulled out her accomplishments, her three accomplishments.

The first one I liked was this President Obama thing. She did the appropriation for President Obama for his North Atlantic Treaty Organization Conference. Then one of those space launches. Then here's a quiz here about accomplishments. You can use the chat if you can. I don't know if you can or not, or you can use the other tool you have there. Which two of these are accomplishments? Why are they accomplishments? Somebody can speak. What makes them accomplishments?

Host: I'm sorry, Kathryn, our audience is on mute, but they can submit their thoughts in the Q&A. We're starting to get some right now.

Kathryn: Where's the Q&A again?

Host: It's right next to the share button.

Kathryn: Oh, yes. I have Pause right next to Share.

Host: Maybe try expanding it a little bit more, your screen. Sometimes they get covered up. I can read them out.

Kathryn: Yes, read them to me, go ahead.

Host: We've got one that says two and four. Another one says one and three. One, one and three; three, two and four; one and three. One and three seems very popular, one and three.

Kathryn: The answer is one and three. The reason is because it has numbers in it. I spearheaded the design and rollout of this interview course, and over 200 leaders completed the course. There's a number in there. Then the third one, I designed and planned this fitness program and trained 80-plus health technicians, all of whom passed their PT tests. It's the numbers that made it an accomplishment. That's why it's an accomplishment there. I'm going to go over here to the book and show you the rest of that two-page resume here for Anna. These are the sample resumes in the book. I'm going to show you Anna here so I can show you her whole two-page resume. This is her five-page resume all in a row. You can see this, right?

Host: Yes, we can see it.

Kathryn: This is the announcement. Now I put right in the book right here accomplishments for all of the case studies in the book, because I wanted you to concentrate on accomplishments. This is my second case study, Cedric. He's an admin, GS-7. I pulled out three accomplishments that I thought were really good for him. He's Navy and he had two-- All three of his are ship accomplishments on the USS Zumwalt. Then Bobbi was a former Navy officer and a former military spouse. We pulled out three for her. Gemma was a HR person with the VA hospital.

You see how this is so nice? You can do this so easily if you just concentrate. Courtney is a military spouse, and she is changing her career to be fitness and wellness coach. John is HR director, GS-15. Then Keith is audit director, GS-15. You could do more than three accomplishments. You could do five. I'm telling you, if you don't do this, you are going to stroll with the interview. Private sector interviews are so challenging. You're not going to have one interview. Private sector interviews are like three or four.

You have got to have your stories ready. This is wonderful preparation for the interview as well. You really need to do this. You should do five or six. You have to do this. This is step 4 here. The keyword list for co-pilot. These are the keywords for Anna that I came up with. This is her matching strategy. This company was an innovative service provider, and she had worked for innovative service providers in

the space launch industry. The company wanted to expand presence with clients in the power industry. Okay, she did that.

They wanted to have successful delivery and efficient operation for major capital projects. She did that. They wanted to have innovative and strategic thinking. They wanted to deliver optimum project results. The words worked. Now here are her two-page resumes. We started out with a profile. Every resume in the book has a profile at the top. Then we have education next. Her certifications are here. Then here's her work history. Budget, accounting, management. Those would be keywords, searchable. Personnel and training.

Then three accomplishments right here in the work history. Then job block number two. Two paragraphs of duties. Then competencies and technical skills, affiliations, and honors. That's sample 1. I have a second sample for her. Sample 2 has a profile and competencies. I put the accomplishments in this case right in the middle of page 1. I pulled them out and put them in page 1. Then we have professional experience. Then second job, education, certification, technical skills.

This is the only case study where I did two samples designed differently. Every sample in the book is a little bit different. You'll see that I put accomplishments in the middle of the page a couple of times. The first resume I had in the book was this one right here, right there. Then one of the first times I taught this, somebody said, |I'd really like to see the accomplishments in a more traditional format with the accomplishments right in the job block." I said, "Yes, okay, I will do that," so I did it. I created this one that's more traditional. You might like this.

Those resumes I told you about from my class, from PG County the other day, they didn't have accomplishments. They didn't have any highlights at all. There was no numbers. There were no stories. They worked for USAID and Department of Energy and all the agencies that have HHS. They had stories, just didn't write them. I'm so glad they came to the class because they needed to see these samples. It's the same class I'm teaching you right now. Same thing. They got the book and they got the samples. They listened to me. They'll fix it. They needed to take the class. They're sold. They needed to see it. There we go. There's your first two samples right there. You need to see samples. These are federal resumes right here. They translated into private sector two pages. Amazing. There's the Anna. The next sample, there's her cover letter. This letter is formatted based on my builder. I'll show you the builder on my website. The prompts are my relevant experience includes the following: one, two, three. I believe that I'd be an asset to your organization because one, two, three. After you write these words, it comes right to you in an email formated like this. It's good.

I'll show you one more sample, then I'll go to LinkedIn. These are the case studies right there. I'll go up to Gemma. This is a really, really nice resume. Very simple. Cedric, he's admin, HR data. Those are the three technical skills of his. That's his resume, five pages. I picked out a great job for him, HR, same thing. Those are his key words. Here's the two-page resume. I put his accomplishments right up there at the top. His resume outline format, accomplishments. His resume was easy to make. Two pages. There's this LinkedIn summary.

Make sure you update your LinkedIn summary, boy, you better. There's Bobbi, her four-page resume. She's military spouse. Accomplishments are separate from the duties. Federal resumes as well as private industry. Here's her two-page resume. ChatGPT words. I put her accomplishments up there because they're all HR, and she's applying for a job in careers HR. I hit them on page 1. Then there's a work history. Now you could play around with this. You could put your accomplishments on page 1 and see what it looks like.

Then you could also put your accomplishments in your work history and see what it looks like. You could do both. It's the same content, just moving it around. You could do both. There's a cover letter. There's seven samples in the book. Seven case studies that you can look at. Here's Gemma's private industry resume. This is nice. This is organized really nice. This is her work history: lead employment engagement, multiple large-scale projects, manage six reward recognition programs, and key accomplishments right there. Each one of the two-page resumes is a little bit different.

Let's go to LinkedIn here. Let's do project manager to see what comes up. VetJobs is hiring so many people. Because I did the search the other day, VetJobs comes up for every job that you can dream of. What are they doing? They are hiring so many people. Military-affiliated, whatever. With solutions, what do they do? I don't know what they do. SBA certified. Oh, they're IT admin consulting. Of course, they're contractors. That's too short. Not looking at it. Metro Star, senior project manager. Metro Star. What do they do? IT? Yes.

So much IT stuff. Program manager, KBR. We know that's security. Now see, there's a lot of words here. Right, everybody? See that? See all those words there? It's hard to tell what the job is really about. Do you know what I mean? All right. We will do this one just so I can show you the method of the words. I'm going to take these words here. All these words right there. Control C, I'm going to put them right here. This is my prompt over here. I'm going to put it at the beginning of this thing.

Go to the end and hit return. Oh, this is what the job is all about. Strategic program oversight, team leadership, customer relations, contracts, risk, cost schedule, operational coordination, improvement, security. Cool, isn't it? That's what it's all about. Maybe you're interested, I don't know. Now, the mission of the work is national security solutions. If you don't want to do national security, then you don't want the job. These are the skills that you're going to use if you do want the job.

Let's do another one. You want to do public health? There's a lot of public health people looking for jobs. Senior program manager, public health, National Association of Counties. Oh, that's big. Oh, yes. Let's do that one. Look at all those words. Look at all this. Now, how are we supposed to know what this job is involved? You feel like reading all that? Let's just do this. Oh, let's see how many minutes it takes. 7:29. I know you're curious. What does this job really involve? You want to know? Okay, here we go. Control C, put it in here. Let me get my prompt.

[pause 00:28:15]

Public health, SME, project management, budget, stakeholder, event stuff, research, policy advisory, cross collaboration, proposal, supervision. That's good. Not bad.

Another good reason to know these words is that if this organization uses AI to pull out the best candidates for the first round, they might search for project management, grant compliance, stakeholder, event design. They might look for knowledge management. They might look for policy advisory collaboration. I don't know what they'll look for, but this is very handy, don't you think? Look, that took one minute. Did you see that?

Host: Kathryn, our audience is loving this. They were wondering, do you have a second? You could put in a search on LinkedIn for a psychologist position or a mental health position. They'd just love to see that.

Kathryn: Mental health, what? Counselor? Mental health psychologist. What mental health?

Host: Psychologist, counselor. Either one of those will work.

Kathryn: Clinical psychologists like USA, want that one?

Host: Yes, let's do that. Let's see what happens.

Kathryn: Yes, sure. Look at all those words. Clinical psychologist, behavioral health, help duties. [laughs]

[pause 00:30:18]

Let's get the title of this job.

[pause 00:30:38]

Isn't that a nice list? That was very familiar, doesn't it? Sure does. Yes.

Host: That's awesome.

Kathryn: It was so good. Wow.

Host: We have one more request. Could you do one more?

Kathryn: Yes.

Host: Public health psychologist.

Kathryn: Oh, yes, that's a good one.

[pause 00:31:36]

Host: There's one in the Montgomery County government.

Kathryn: Where?

Host: It was up a little bit. That's okay, though.

Kathryn: Did I miss it?

Host: There it is. Psychologist.

Kathryn: Right there?

Host: Yes. Police and stress management.

Kathryn: Right there? That one?

Host: That one? No. What about there's a public health analyst? No, I don't think they're going to go for that. [laughs]

Kathryn: That's ICE. Yes, I know.

Host: No.

Kathryn: You don't want to do ICE.

Host: Let's scroll down some more, see what else we can find.

[silence]

Kathryn: What about that one? Clinical psychologists. That's KBR. That's not a contractor. Special operations. That's KBR again. Correctional--

Host: The community health one, maybe. That's a more of a professor job.

Kathryn: Yes. Cato Institute. What about that one?

Host: It's an analyst, but let's give it a go. Let's see what happens.

Kathryn: Yes. Human progress.

Host: I got to pick something.

Kathryn: Human progress. Oh my gosh. [silence] Oh my gosh. All right. Let's just see what it says. I want to click on this button and see if there's more words over here. Wait a minute. Look at this. Let's take these words here. [silence] I'm not going to really analyze all the words. Wow. [laughs] Maybe we will. Let's just see what happens. [silence] That's quite an interesting job. Who knows what it'll say?

[pause 00:34:28]

Easy. Y'all know how to do this now. Oh, wait, I didn't want you to do that.

[pause 00:34:47] Still good, though. That's pretty good list. [silence] It's not really psychology, though. It's more academic, really.

Host: Yes. That's another good reason to use this tool because you can say, "Well, maybe this isn't the best tool."

Kathryn: That's right. Exactly. That's why it is good to use it because you can look at it and say, "No, it's really not psychology. It's more writing research." I don't know. It's really not psychology. That was not really psychology.

Host: One question was, so you're using Copilot, can you use other AI like Google? Someone says, "Can I use Google Gemini?"

Kathryn: Yes. It works the same way, and so does ChatGPT. It's really the same. It's really is quite the same. You want me to look up psychologists, straight psychologists?[crosstalk] without public health?

Host: Yes. Let's do it.

Kathryn: Just see what comes up. Clinical psychologist, behavioral health, Walter Reed. Just see what it says. It's specialized experience. All they really have for description is that right there. It doesn't really say much. That psychologist, VA. Oh, that's a VA hospital. You all get the point. What I'm going to do before when I send you the notes from the class, I'll copy all this out to here and send it to you. You should do this. It's interesting. It gives you words, it gives you an analysis of the jobs. I think it's really a good thing to do. It does tell you whether you want to do the job or not.

This one here at Cato, maybe not. [laughs] That's right. Let's look at a couple more resumes here. I'll go down to the GS-15. There's two GS-15s in here. Executives. I did the keywords for each one of the seven case studies in the book so that you could see them. Here's her two-page resume. I put her education first because she's trying to change her career, and education was critical for the career change. Then I put her accomplishments first so that they stood out, and it would make a difference for her. Then her certifications were critical.

This is a career change resume because look at this, her fitness and teaching experience is here and there and there. Then, look, this is her real job. She was an Army Community Service person. She has a paid army job. It's all the way at the bottom. I get a lot of questions now from federal employees who say, "What if I want to get a job doing the work I did before my federal career?" Because a lot of people were professors before, or medical doctors, or something before their federal careers.

This one here, this is it. This is your format right here. If you were a professor before your federal career, you would put your professor work right here, and you would say, college professor right there. Then put your college professor positions right here. Then you would say, government experience here, and put your government experience there. Some people want to go back to what they were doing before.

This is what you would do with it. That's a career change resume right there. Courtney Farmer is on page 72 in the book. That is a career change resume. I like her success story here. Designed a physical fitness program. She designed a physical fitness program as a military spouse and helped the 80 health technicians pass their physical fitness test. That was nice of her, don't you think? Yes.

Host: We have a question, Kathryn. It says, "When writing accomplishments, should we use present tense or past tense, such as

such as provided, created, designed, or should it be present?"

Kathryn: It probably should be past tense. In this case, probably this should have been past tense because, look, this is 2018 to present. She was still a military spouse when we wrote this resume because she was a military spouse right then. She was also working at Kadena. She was doing both. This was where she was doing both. I think most of the accomplishments are probably past tense. You should do both. You make them past tense. If they're current, they'd be present tense. There's her cover letter.

Host: For if we have a current position that we're in, keep it present tense, and then if it's a past position, use the past tense?

Kathryn: Yes, make it past tense. Yes.

Host: Got it.

Kathryn: This is my website, resumeplace.com. I want to show you where the cover letter builder is. Go to Resources up at the top here, and go to Free Builders. We'll send you the link when we send you all the stuff. Cover Letter Builder right there. See the cover letter right there? The prompts are right here. My relevant experience for the position includes one, two, three. I believe that I'd be an asset to your organization because one, two, three, signature. I'm not a robot, submit. This comes to you in your email, and every sample in the book is written with this thing here, this form. It's really cool.

Then, if you want to, for your accomplishments, this accomplishment builder here is something I use in my classes all the time. It's a tool for telling a story, the context of where you were, the challenge of what was going on, action, what happened, and results. This is one fantastic tool for storytelling. You could try it out if you want. It would help you with interview prep, and it's free, easy. You just go down here, I'm not a robot, and submit, and try it out. It would help you with interviews. We can put it in our email that we send to you, along with my co-pilot stuff, and other stuff that we're going to send to you. You could use it if you want.

Host: This is awesome. Thank you, Kathryn. I have another question that I'm going to pass along and see if you have some thoughts on. One of our attendees wants to know your thoughts on incorporating very significant volunteer leadership into their resume. Where's a good place for that? Because maybe it's not a paid job, but it's significant volunteer work.

Kathryn: Yes, you should make it a job block. Make it a job block. Put your title with the volunteer place, and the name of your volunteer organization, and the dates that you've been there, and what you do. You don't have to make it just a listing of volunteer. You could write it like a job block. Because volunteer work is very important, especially if it's relevant for what you want to do next. You should write it up like it's a job block. Make it significant. If it's relevant for what you want to do next, write it up like that.

Let me show you this executive resume here. I know we're running out of time. This is John Smith. This federal resume is what I call an 80-20 resume. 80% of the resume is accomplishments. Everybody loves this resume. They love the 80-20 idea. 80% of it is accomplishments. We have three paragraphs of duties, and then a whole

lot of accomplishments. Just on and on and on and on. That's a federal resume, blah, blah. On and on, on, on. He's going for a senior HR position.

Let me show you the two-page resume. There's the keywords. This is a very nice resume. This is a three-page resume. This would be a good format for the state of Maryland or Virginia, or any state or county. It's three pages. It is outline format with the OCAP keywords, and accomplishments are very neat. Look at that. You might like this format. It's real traditional. A lot of accomplishments, it's still 80-20. There's job number two. This would be a real easy one to go into from a long resume, and then there's page number three.

Look at that. If you want to do this one, you could do this one for three pages, and then you could back it down to two pages. You know that? Why don't you try that? Do this one for three pages, then take it down to two. Then there's his cover letter. Then I got one more senior level. This is also 80-20. Keith. Two paragraphs for duty, senior, senior, auditor, person, and tons of accomplishments. His federal resume is different, his two-page resume.

Let me show you this. This one's different than anything I showed you so far. He's gone for a big CFO job. His resume, here's all the keywords. Look at this here. His resume is only accomplishments, no duties at all. He's gone for a job 400,000 a year, and we just went only accomplishments, and his cover letter is quite narrative. He just kept it really simple, and you could try that, too, if you want. If you wanted to just put accomplishments in there, just see what it looks like, you could do it. Just see what it looks like, see how it looks.

Host: Katherine, one question that has come up that I think is worth maybe having you answer is handling career gaps. What if you have one from, say, elder care, like you've been taking care of a family member, and you took a significant amount of time off to help them? What are your suggestions?

Kathryn: How many years do you think it might have been, five years or something?

Host: You could say that. They didn't say, but we'll say three to five.

Kathryn: I know with federal, the HR people don't care. They don't want an answer. They just say, "Leave it." I'm actually not sure of the answer to that. I know someone I can ask. Let me get you the answer tomorrow. I'll write it to you, and you can send it to the group.

Host: Yes, we can reach out to them.

Kathryn: I know a recruiter I can ask that question. I don't think I can guess.

Host: That's fine. I think it's always good to-- If you don't know the answer, be upfront about that and see if you can go find it.

Kathryn: I know a recruiter I can ask. I would rather ask someone.

Host: Excellent. We'll get that answer out.

Kathryn: Yes, it's a good question.

Host: It is.

Kathryn: I want to get the answer to that because it happens. It's a common situation that you need to take care of someone. I want the answer to that question. I do. I don't have a scenario in this book about that, so that's a good question, too. I don't know. Is everybody sold on writing accomplishments for their resume? Everybody? Say yes. You have lots of samples in the book with accomplishments everywhere. The people that came to my live class never got to see any accomplishments. They never got to see any samples, and they wrote their two-page resumes all by themselves without samples. I'm so glad they came to the class. I'm so glad they sent me their resumes to look at.

Host: Here's a question, Kathryn, about accomplishments. What do you suggest? Accomplishments for each position or add them in a separate section? Is it depending on how many positions you've had?

Kathryn: I think accomplishments should be added to the last two jobs. Then, you saw samples in the book where accomplishments were pulled out and put into a separate section. You also saw samples in the book where accomplishments were added into each job block. What I'm recommending is people have both. Do one resume with the accomplishments added into the job block and do that. Then have another version with the accomplishments added separately on page 1, and just see what it looks like. See if it looks exciting and impressive and if it will grab the HR recruiter to want to call you up.

The goal of this resume is to get a call from the HR recruiter. That's the goal. You want to get a call. That's the goal. With the cover letter and with page 1 of the resume. You're doing it with matching the announcement, the keywords, the cover letter, page 1 of the resume. I would like to see-- I would love to not one person has sent me their resume, two-page resume prepared in two ways. Would someone like to send me their resume that's done in two ways? One would be accomplishments in the work history, accomplishments on page 1. I invite you to send it to me so I can give you feedback.

Host: That's awesome, that's an awesome offer.

Kathryn: Yes, it is. It is an awesome offer because I would love to give you feedback. I have not seen it one time. I've invited people to send me their two-page resumes because I haven't seen that many of them. That's why I love my live classes because I get to see the resumes of the people.

Host: Can you put your resume in the chat? Because we've got some people that are going to take you up on your offer, and they just want to know what's the best email to send to you.

Kathryn: Yes, go ahead. See, I'm a super-fast reviewer of resumes. I'm really super fast. I'm really fast. Also, I taught a class live at a church on 16th Street, oh, like a month ago. There were 20 people there. They all brought their paper resume, and they all were sitting there with their resumes in front of them right there. I got to walk around. Very unusual for me to see people in their paper resumes anymore. They

were told to bring their paper resume with them. Those resumes were federal resumes.

They did not have their two-page resume yet. Their federal resume, page 1, with their current or last job lock, the last one that they had, they were all former feds, did not have accomplishments on page 1 for their last job. No. It's a crisis. I keep saying I'm going to write a blog that says there's a crisis in America. There's an accomplishment resume crisis in America. It's not funny.

Host: What about dates? Someone says that they've received mixed advice on whether to include dates or not.

Kathryn: Yes. Let me give you my advice on dates. No more dates after 20 years. Unless, okay, unless. Number one, no dates after 20 years. If you're one of those people where you're going to go back into your second career, so let's say you're a professor before you went into the government. You're a professor at a college, and you want to go back and be a professor again. Then you're going to have to use the dates because you were a professor before, and you want to be a professor again.

You're going to have to use the dates. Regular people, 20 years, try not to use dates before. I want you to focus on the last 10 years of your career because, honestly, that's what they're going to read. They're only going to read 10 years. You're trying to go two pages. 10 years is what's really important. When you try to edit your resume, weigh that long resume way back, the job you had 15 years ago or 17 or 18 years ago, they're not going to read it. They're not. They're going to read 10 years' worth of content.

You can really edit the job 18, 17, 19 years ago, and go crazy with 10 years of content. Honestly, I have heard for real that recruiters should not read past 20 years because they've got this age problem thing. Federal HR people also. Try not to go past 20 years, unless you're going to do that second career thing, and then you're stuck. You have to use it. 20 years is preferably the year you do not want to go past. If you have college degrees past 20 years, don't put the date on it. No date. That's the answer.

Host: Awesome. We're almost out of time. I'm just going to add in one quick question, and then we'll sign off and we'll be sure to get everyone handouts and copies of the slides. Stick around so you can get an opportunity to win one of the free copies of your book. One of the questions is, there are new changes in federal hiring, including federal resumes. They're now also being in this two-page format. Do you think we are approaching a time where federal and private resumes will look a lot similar?

Kathryn: Yes, definitely. I'm teaching a two-page resume, battle resume classes, also. Yes.

Host: Whether you're staying in the federal space or looking for other opportunities, or maybe even coming into it, a two-page resume is a good thing to have.

Kathryn: Absolutely. It is. The two-page federal resume is not that much different from the private industry resume, really.

Host: Awesome.

Kathryn: Yes, big deal.

Host: Thank you so much, Kathryn, for taking the time to create and deliver this really helpful presentation for our audience today. Thank you to all of our listeners for your questions. Sorry, we couldn't get to all of them, and we loved all of them, and we're thrilled that we could get some of them answered this evening.

Kathryn: You're welcome. If you send me your resume, I'll give you a quick feedback on it. If you don't have accomplishments in there, I'll tell you to add them.

Host: Awesome.

Kathryn: I'll send you the Copilot content. I'll send it to you and I'll send it to you to get emailed to everybody.

Host: Great. Yes, we'll send those AI prompts so that everyone can have fun unraveling these LinkedIn job postings.

Kathryn: Unraveling, good word.

Host: A recording of this presentation will be emailed to everyone in two weeks time. The recording will include the presentation slides and those important handouts. As soon as the webinar has ended, a short survey will appear on your screen. Please take just a few minutes to complete the survey and give us your feedback. That's it for now. Have a pleasant evening. Thank you for your time.

Kathryn: Thank you very much, everybody. Good luck to you.