



CAREER CENTER

AT EXCELSIOR COLLEGE*

Master the Federal Resume! Webinar Handout

Excelsior College – September 14, 2016

Federal Resume Resources

- [What should I include in my Federal resume?](#), USAJobs.gov
 - A quick overview of what USAJobs expects to see on the resume.
- [10 tips for letting Federal employers know your worth](#), GovLoop.com
 - Infographic showing how to write the content of your Federal resume.
- [TagCrowd.com](#) & [Wordle.net](#)
 - The two sites where you can create keyword “Word Clouds”.

Federal Job Search Resources

- [USAJobs](#), USAJobs.gov
 - The Federal Government’s job board. Go here to find job announcements.
- [Clearance Jobs](#), ClearanceJobs.com
 - Job board specializing in jobs requiring security clearance.

Keyword Resources

- [How to Create Keyword Headers for Your Federal Resume](#), federalsoup.com
 - Find keywords in a federal job advertisement and incorporate into your resume.
- [Use a Word Cloud to Emphasize the Right Keywords in Your Resume](#), clearedjobs.net
 - How to create a Word Cloud using [Wordle.net](#) or [TagCrowd.com](#).

Related Federal Resources

- [How to read federal job announcements](#), GoGovernment.org
 - A more detailed description of all the parts of a Federal job announcement.
- [Glossary of federal terms](#), GoGovernment.org
 - A resource of common words and terms used in the Federal Government.
- [Federal Resume Samples](#), The Resume Place, Resume-Place.com
 - One sheet sample pages of Federal Resumes.
- [Background checks and security clearances for federal jobs](#), GoGovernment.org
 - Quick overview of types of clearances and how they are obtained.
- [FedsHireVets](#), FedsHireVets.gov
 - Federal employment resources for Veterans.
- [Hiring Authorities](#)
 - Describes various hiring processes including “Direct Hire”.

Career Center Contact Information

- Contact us Monday through Friday, 8:30 am to 5 pm ET.
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