

RESUME WRITING WORKSHOP 101: Key Steps to Writing a Civilian and Federal Resume

**DISCOVER HOW TO TRANSLATE YOUR MILITARY EXPERIENCE TO
CIVILIAN LANGUAGE, TARGET EMPLOYERS, AND DEVELOP AN
IMPRESSIVE RESUME THAT GETS YOU NOTICED!**

NAVIGATE THE FEDERAL HIRING PROCESS THROUGH USAJOBS

Date: Thursday, November 18, 2021

Time: 1:00 pm—3:00 pm (ET)

We have teamed up with Mr. Lucas Connelly and Carol Hymes, Candidate Relationship Coordinators from Recruit Military. Military experience creates unparalleled skills in the civilian workforce. RecruitMilitary's goal is to engage transitioning and civilian-experienced military veteran men and women in the most meaningful way, by helping them to discover new possibilities.

Key Steps:

- Develop an understanding of the purpose, structure, and key elements of a resume
- Develop a functional understanding of the reverse chronological resume format suitable for civilian job seekers
- Develop a familiarity with alternative civilian resume formats
- Develop a functional understanding of the federal resume format suitable for use on USAJobs.gov
- Develop a familiarity with how to navigate the federal hiring process through USAJobs.gov



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