

THE OFFICE OF PERSONNEL MANAGEMENT



Writing Your Federal Resume

*This **free** presentation will explain each section of the job opportunity announcement (JOA) in an effort to better inform applicants and to assist them in selecting the right job. The presentation highlights a 3 part process to assist applicants in writing their Federal resume. Attendees will be shown a real JOA and walked through a process that helps them review the JOA to determine qualifications and interest, identify the important requirements and then tailor their resumes with that JOA. Lastly, it will provide a quick overview of the resume builder on USAJOBS.*

Instructor: Todd Floersheim, OPM Senior Federal Recruitment Advisor

Date: Thursday, March 30, 2017

Time: 8:30 – 11:00 AM

**Location: Jackson Federal Building
915 2nd Ave. Seattle WA 98174
North Auditorium**

No Cost but REGISTRATION REQUIRED

This presentation is brought to you by a collaboration with the Office of Personnel Management and the Seattle Federal Executive Board.





The Seattle Federal Executive Board
Presents

Writing Your Federal Resume Seminar

March 30th 2017 – 8:30 A.M.- 11:00 A.M.

Jackson Federal Bldg. North Auditorium

915 2nd Ave. Seattle, WA 98174

There is no cost for this seminar but registration is required.

Name: _____

Agency: _____

Attendee Position: _____

Email: _____

Phone: _____

FAX OR EMAIL COMPLETED REGISTRATION FORM TO:

FAX: 206220-6132

Email: SeattleFEB@gsa.gov