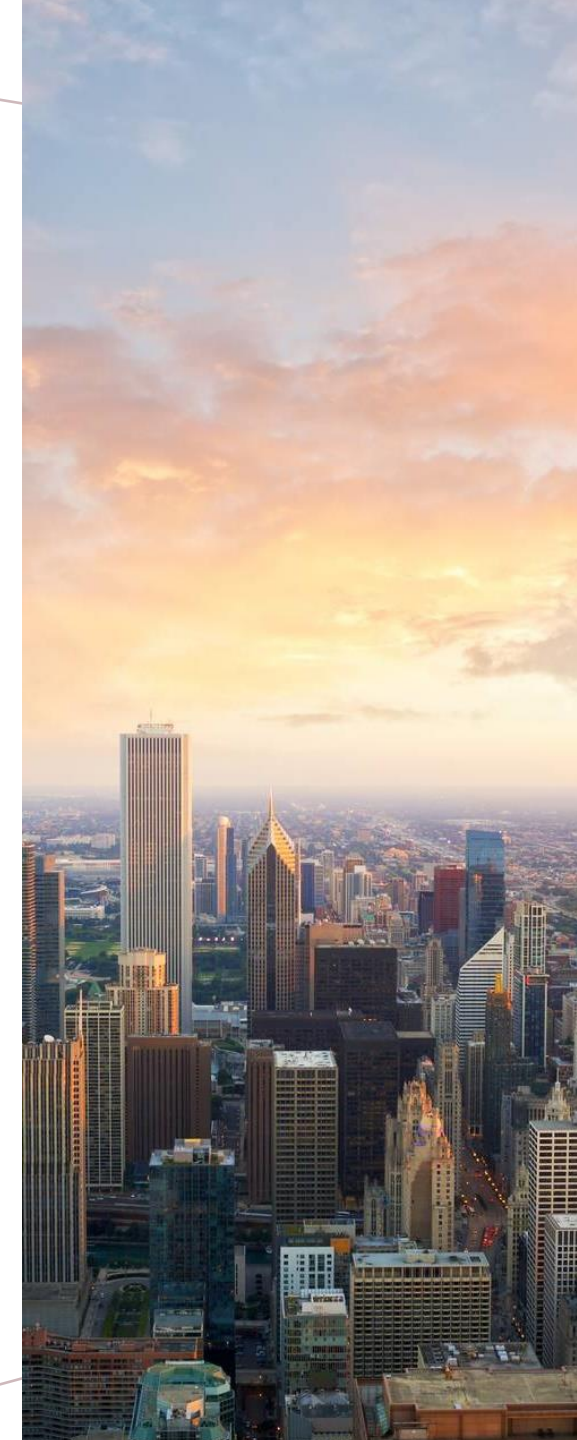




*ESTABLISHING OR
REFINING
USAJOBS &
LINKEDIN
PROFILES*

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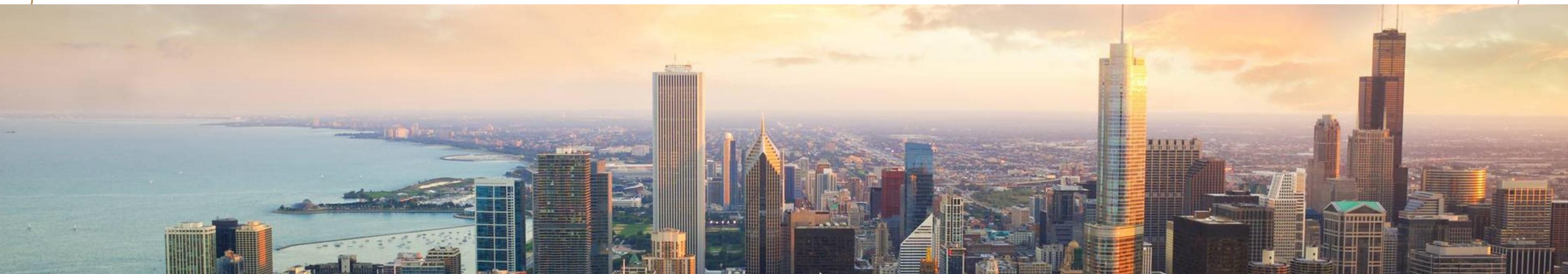
In mastering the “Leadership & SES Journey”, this workshop will provide the opportunity for participants to establish or refine profiles “one the spot” with experts than can help guide you during the process. Both USAJOBS and LinkedIn profiles are necessary to maximize success when applying for most Federal government positions.



LinkedIn, as a social networking platform, is widely used to project one's professional profile. It allows showcasing of professional skills, education, employment experience, and accomplishments for potential employers, recruiters, or networks with similar career aspirations. Consider a Premium account to maximize networking capability.

Having such:

- Enables you to broaden your professional network, e.g., work colleagues, members of academia, and government or private industry professionals. This could result in potential job offers or advancements in one's career.
- LinkedIn profiles are often searched by employers or recruiters who are looking for qualified candidates. It is to your advantage to use keywords that help you appear in such searches.
- LinkedIn profiles can provide an overview of your qualifications and work experience to include posting a resume. Job seekers can utilize LinkedIn to bolster their careers or transition into new industries with transferrable skills.




Headline:

- Provide an attention-grabbing statement that appears right below your name, highlighting your professional status and unique value proposition to potential employers or professional connections. Example of my profile: Executive Director | Program Management | Policy Guidance | Congressional Engagement | Defense | Foreign Affairs

“Summary Section” or “About”:

- Start it with a powerful statement including the job title you are seeking with years of experience and referencing your unique skills.
- Include your email address and a 2 or 3 paragraphs exuding why you should be hired while summarizing your past experiences.
- Provide bullets of core strengths or best skills for the positions your resume is highlighting.
- Then add an accomplishments section.
- End with a “call to action” offering additional ways for them to contact you, e.g., a phone number and emphasize keywords.





USAJOBS is quite frequently used when applying for Federal positions. When using it, be sure to optimize your skills and experience.

- Perfect an Applicant Tracking System (ATS) software proof resume that emulates the best job titles and keywords that reflect the positions that you are applying for. ATS scores your resume and identifies the highest scoring applicants. Use a doc format, simple fonts, white space, no graphics, etc.
- Your goal is to craft your resume to garner an interview, then showcase your talents to highlight your skill sets in person.
- Express and validate what you can do to “better the organization or agency” and why you are the best candidate.

Header and Summary:

- Provide your name (bolded) then the second line with your city/state, phone number, email, and LinkedIn site
- Follow up with a summary statement, of two or three sentences using job titles matching the description in a job announcement.

Skills:

- Note your top 6 skills for the position sought. Examples: Microsoft Suite, Market Analysis, Spanish Interpretation

Past Experiences:

- List experiences in chronological order using month/year and do not go back past ten years. Use key words from the description or qualification in the job announcement

Education:

- List highest education and provide dates if within the last three years. List the degree attained and the field, e.g., Doctor of Management (Homeland Security). A GPA is not needed. Transcripts may be required later.

Items not needed:

- Objectives statement
- References are not typically required; do not state “references available upon request”
- Former supervisor’s name or contact information

BREAK OUT INTO A WORKSHOP

Break out into one of varied tables.

- Share your resume for a brief review. Sample copies will be provided for future reference.
- Display your LinkedIn Profile; if it has not yet created ask for assistance
- If you do not have a USAJOBS account created ask for assistance
- Ask questions
- Enlist colleagues to listen and provide feedback



THANK YOU!

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