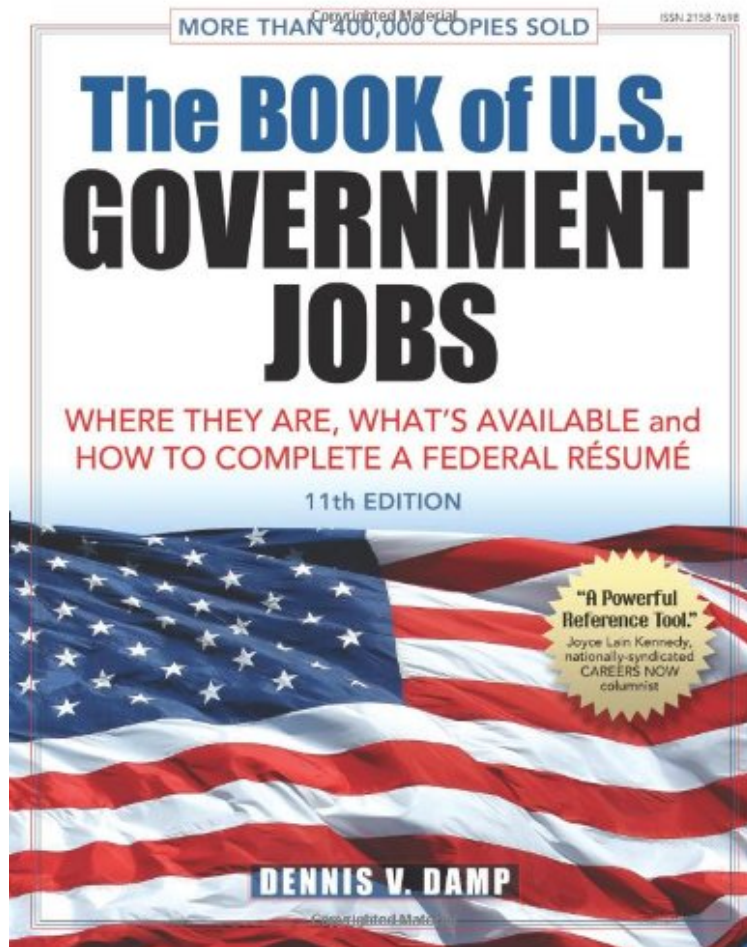


[Download ebook] The Book of U.S. Government Jobs: Where They Are, What's Available, How to Complete a Federal Resume

The Book of U.S. Government Jobs: Where They Are, What's Available, How to Complete a Federal Resume

Dennis V. Damp

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#645932 in Books 2011-06-01 2011-06-01 Original language: English PDF # 1 10.90 x .80 x 8.40l, 1.67 #File Name: 0943641292320 pages | File size: 35.Mb

Dennis V. Damp : The Book of U.S. Government Jobs: Where They Are, What's Available, How to Complete a Federal Resume before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Book of U.S. Government Jobs: Where They Are, What's Available, How to Complete a Federal Resume:

9 of 9 people found the following review helpful. Very informative By woodworker4life I bought this book mainly for one reason: I am disabled and trying to find a job I can do at home. This book has a small chapter FULL of information for disabled people seeking a government job. Of course, most of this book is written for the average person (non-disabled). The chapters included in this book are: Chapter 1: Introduction to Government Employment Chapter 2: Hiring Reform and the Recruitment Process Chapter 3: What Jobs Are Available Chapter 4:

The Interview Process
Chapter 5: Civil Service Exams
Chapter 6: Completing Your Employment Application
Chapter 7: Veterans Military Dependent Hiring
Chapter 8: Overseas Employment Opportunities
Chapter 9: The U.S. Postal Service
Chapter 10: Employment for People With Disabilities
Chapter 11: Law Enforcement and Homeland Security Careers
Chapter 12: Employment Secrets
Appendix A: Job Hunters' Checklist
Appendix B: Federal Agency Contact List
Appendix C: Federal Occupation Lists
Appendix D: Agency Skills Index

If you are considering a job with the U. S. Government, I would highly suggest you purchase this book.

6 of 6 people found the following review helpful. It was just okay... Oddly organized and Difficult to read
By OrigamiMomme
I was excited to get this book and delve into it. Unfortunately, after getting past the Table of Contents, I was disappointed. However, this book does have to good points too. Here's my take:
Pros:
1.) Some good nuggets of information, if you read the entire book.
2.) The book is well made and bound.
3.) It has an index.
4.) The author gives LOTS of resources to help you find what you are looking for if it's not in the book already.
Cons:
1.) Oddly Organized (Chapter 4 is on "The Interview Process" but Chapter 6 is on "Completing Your Employment Application"; I would think it makes more sense to put information about employment applications before giving information on the interview process. There are, in my mind, several other examples like this that just don't make sense to me.)
2.) I also found the layout and format of the book bothersome and, for me, this made it difficult to read. The font is large, which I'm sure some people will like, but, for me, it was too big.
I hope my review sheds some light on this book and helps other to decide if they want to purchase or not.

1 of 1 people found the following review helpful. A "Must Have Book" if applying for a government job!
By Texanabell
I train people in how to look for work and all other aspects of job search. This book is great! It was used but you could not tell it. It looked like new. So, very happy with seller. However, the book would be worth whatever you had to pay for people applying for government jobs. I did not know the stringent specifics that had to be met when applying for a government job. The resumes are very different in many aspects. Among them are the layout and the number of words plus spaces allowed for each part of the resume. The book had so much more information. If you ever want to apply for a government job, you have to have this book.

In the completely revised 11th edition (the first book to feature new hiring reforms implemented by President Obama), Damp with 35+ years federal service clearly lays out everything a job seeker needs to locate, apply for, and land a lucrative federal job. The helpful information includes a special resume writing guide (federal-style resumes are different than a standard resume), tips on achieving higher ratings, and advice on getting your foot in the door. The abundant resources feature easy-to-follow checklists, an agency directory, skills index, and networking resources. Everyone agrees that the tough job market is not likely to ease any time soon. That is why job seekers looking for high-paying and benefit-loaded jobs should look seriously at the possibility of federal employment. Here are a few of the reasons why: Half of the federal work force is eligible for early or regular retirement The average annual salary for all federal employees is \$81,258 Opportunities exist for those who are willing to seek them out Federal employment exceeds 2.8 million; 2% of the nations total employment There are thousands of job vacancies advertised daily in the federal job market regardless of proposed federal downsizing initiatives. Many retirements are projected as each day for the next 19 years 10,000 baby boomers turn age 65! Hiring will be driven by these retirements along with the need to staff over 100 new agencies and regulatory organizations due to the healthcare and banking legislation passed in 2010. Why are federal jobs so appealing? For starters, the average annual federal workers compensation pay plus benefits is \$123,049 compared to just \$61,051 for the private sector. New hires for hard-to-fill positions may be eligible to receive student loan payoff assistance, relocation help and cash incentives. Uncle Sams liberal benefit package far exceeds what the average private sector company offers including: 13 days paid sick leave each and every year, up to 5 weeks vacation, 10 paid holidays, health and life insurance, and a fixed annuity retirement package plus a 5% IRA employer contribution match This new edition offers job seekers all of the tools necessary to land a high paying civil service job. Discover where the jobs are, what jobs are available, and how to complete a professional federal style resume. Barbara Adams, President and CEO of CareerPro Global, Inc. (CPG) contributed the resume samples for this new edition. The resume guide takes readers step-by-step through the resume process showing applicants how to tailor their resume to the job announcement to achieve Best Qualified status. This totally revised and updated edition includes numerous resources for exploring careers and locating job vacancies nationwide and overseas. The 11th edition is totally updated throughout and interspersed with the authors and editors personal perspectives gained from a combined 122 years of government service. Jobs will be available at thousands of locations and in hundreds of occupations, entry level to professional. Few employers can match the wide range of career opportunities and job security that government offers. Anyone seeking gainful employment in a dynamic environment with endless opportunities should explore working for Uncle Sam. This book has been featured in the Wall Street Journal, U.S. News and World Report, The Washington Post, United Press International, The Daily Herald, on CNNs Your Money Show, and in Library Journal as One of the most checked out books at libraries.

An invaluable how-to guide for landing a federal position, this book is updated every two years in order to incorporate the newest procedural details. Former federal-employee hiring specialist Damp breaks the recruitment process into 12

essential chapters, offering an elemental introduction, application and interview advice, and, finally 'Employment Secrets.' To speed comprehension, information is often bulleted, and Damp frequently reproduces and explains entire sample resumes and job postings. With its logical arrangement and thorough explanations, this book will prove a vital resource for any federal job seeker. --Library Journal"One of the 'TOP 20' most borrowed books in U.S. Libraries." --Library Journal"Updated and expanded edition presents the latest information available for finding and applying for federal government jobs. Discusses an introduction to government employment; understanding the federal employment process; what jobs are available; the interview process; civil service exams; completing an employment application; veterans and military dependent hiring; overseas employment opportunities; the U.S. Postal Service; employment opportunities for people with disabilities; law enforcement and Homeland Security careers; and employment secrets. Appendixes include a job hunter's checklist; a federal agency contact list; federal occupation lists; and an agency skills index. Damp is an author and government employment expert. Index." --Journal of Economic Literature

About the Author Damp is the author of 25 books and writes from first-hand experience, he spent 35 years working for Uncle Sam. Damp's titles have been featured, reviewed and recommended by Library Journal, The New York Times, The Washington Post, and the Wall Street Journal and he has appeared on hundreds of radio talk shows and on the CNN Your Money show.