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Federal Resume Guide Page 5 Tab 1 - Overview – briefly describes the job and provides basic information regarding salary, who may apply, duty location, open period for acceptance of applications, and job summary. Tab 2 - Duties – cites the major duties and responsibilities of the job.

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Virtually all job hunting experts agree that networking is the best way to find a great job. But most people don't have connections to the decision makers who do the hiring. Orville Pierson, a top expert in job hunting, tells you how to succeed by effectively using your current circle of contacts. He cuts through the myths and misunderstanding to show you how millions of job hunters have networked their way to great new jobs. Highly Effective Networking empowers you to: Use a small network to reach dozens of insiders and decision makers; get the right message to the right people; create a project plan to organize your networking efforts; speak effectively and comfortably with our networking contacts; and talk to decision makers before the job opening is announced.

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A complete, professional resource for writing an effective paper in all subfields of political science, Diane Schmidt 's 25th anniversary edition provides students with a practical, easy-to-follow guide for writing about political ideas, events, policies, passions, agendas, and processes. It offers additional formats and guidelines focusing on the growing use of social media and the need for professional communication in blogs, tweets, forums, media sites, lectures on demand, and postings on websites. A collection of student papers shows students how to write well for better grades. After reading Writing in Political Science students will know how to: choose and narrow a research topic; formulate a research agenda; quickly locate reputable information online; execute a study and write up findings; use the vocabulary of political science discourse; follow the criteria used to evaluate student assignments when writing; apply writing skills to an internship, civic engagement project, or grant proposal; and manage and preserve achievements for career development. New to the Fifth Edition Locating Research Materials: Updated links to all sources, expansion of appropriate sources to include mobile sources available through tweets, blogs, forums, and other informal communication; expansion of tools to include database searching; use of smart phone technology; and evaluation of source reliability to include commercial sources, Wikipedia, media sites, social media, and lectures on demand. Creating Evidence: Evaluating data sources on the web including government databases, non-profits, and special interest/commercial data; and using collaborative forms of data collection. Includes a new section on Memorandums of Conversations (MEMCON), essential in recent political controversies. Manuscript Formatting and Reference Styles: Updated examples of citing internet sites, blogs, forums, lectures on demand, and YouTube. Format/Examples: Updated exam-writing treatment to include on-line, e-learning, open-book exams, media applications examples using YouTube and online media; restored legal briefs treatment; revised proposal examples; revised PowerPoint instructions to include diversity considerations; expanded formula for standard research papers to include wider disciplinary treatment, expanded communication techniques, format and examples of appropriate posting for social media and organizational websites, expanded internship treatment, inclusion of needs-assessment format and examples. Career Development: Restoration of 3rd edition chapter and expansion of professional portfolio building including vitae, resume, cover letters, letters of intent, statement of purpose, and skills/competency discussions. Updated citations for changes in The Chicago Manual of Style, 17th Edition, 2017 and The MLA Handbook for Writers of Research Papers, 8th Edition, 2016.

Even within the nursing field, there are a wide variety of positions, and this book shows samples of resumes and cover letters than have worked. This title will be a valuable resource to nursing professionals who seek clinical nursing or administrative positions. Newly minted nurses and newcomers to the field will learn how to show off their clinical rotations to best advantage. Nurses often change fields, too, and the book includes resumes of nurses who have successfully transitioned into pharmaceutical sales and other areas. A ?bonus? of this book is that it includes samples of paperwork involved in getting federal government jobs: specialized resumes and the federal ?resumix? as well as the write-ups for the Knowledge, Skills and Abilities (KSAs) which are often required for government positions. This book will

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show nurses how to maximize their career potential, get federal nursing positions, and change fields if they want to. (This is the 25th title in PREP's Real-Resumes Series.)

An urgent warning from two bestselling security experts--and a gripping inside look at how governments, firms, and ordinary citizens can confront and contain the tyrants, hackers, and criminals bent on turning the digital realm into a war zone. "In the battle raging between offense and defense in cyberspace, Clarke and Knake have some important ideas about how we can avoid cyberwar for our country, prevent cybercrime against our companies, and in doing so, reduce resentment, division, and instability at home and abroad."--Bill Clinton
There is much to fear in the dark corners of cyberspace: we have entered an age in which online threats carry real-world consequences. But we do not have to let autocrats and criminals run amok in the digital realm. We now know a great deal about how to make cyberspace far less dangerous--and about how to defend our security, economy, democracy, and privacy from cyber attack. Our guides to the fifth domain -- the Pentagon's term for cyberspace -- are two of America's top cybersecurity experts, seasoned practitioners who are as familiar with the White House Situation Room as they are with Fortune 500 boardrooms. Richard A. Clarke and Robert K. Knake offer a vivid, engrossing tour of the often unfamiliar terrain of cyberspace, introducing us to the scientists, executives, and public servants who have learned through hard experience how government agencies and private firms can fend off cyber threats. With a focus on solutions over scaremongering, and backed by decades of high-level experience in the White House and the private sector, *The Fifth Domain* delivers a riveting, agenda-setting insider look at what works in the struggle to avoid cyberwar.

The Senior Executive Services (SES) Corps for the U.S. Government is hiring. There are currently over 7000 SES employed by the federal government. 80% of these members will retire within the next five years making way for new applicants. The federal SES application is an average of 10 to 20 pages in length and includes a resume, Executive Core Qualification (ECQ) narratives, Mandatory Technical Qualification narratives and a cover letter. The Executive Core Qualifications are: Leading Change, Leading People, Results Driven, Business Acumen, and Building Coalitions. This is the first ever book on how to write the SES Application for private industry executives, Federal government executives, and military officers. It covers both the traditional format application and the new 2011 version with the shorter five-page SES federal resume.

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