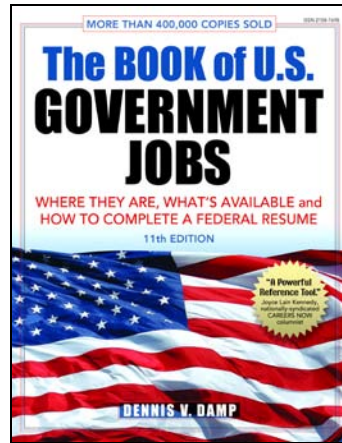


# FACT SHEET

*The Book of U.S. Government Jobs – 11<sup>th</sup> edition*

*Where They Are, What's Available, & How to Write a Federal Resume*



We are excited about this new edition for a number of reasons:

- Seven editors worked on this update. The author and editors have 122 years combined federal experience. The author and editors personal experiences are shared throughout this book to provide succinct examples and impart helpful insider knowledge that readers can use to get their foot in the door. This is the only book to cover the new hiring reforms passed in 2010 by President Obama.
- This edition features completely revised resume and application guidance resulting from hiring reforms that dramatically changed the federal recruitment process. Barbara Adams, President and CEO of CareerPro Global, Inc. (CPG), and the CPG staff, contributed the resume samples for this new edition and describe hiring reform in a logical and easy-to-understand fashion. CPG is one of the fastest-growing civilian, military, and federal career management services worldwide.
- The author was responsible for recruitment, outreach, and hiring for the Federal Aviation Administration. Damp knows what it takes to get the attention of selecting officials and land a high paying government job.
- This edition was completed revised to include updated resume writing guidance and samples, hiring reform impact and procedures, civil service exam updates, all new illustrations throughout, with an updated agency directory and contact information. The most extensive update in years.
- Robert Juran, accomplished retired editor for the *Los Angeles Times* and *New York Daily News*, completed the copy-editing for this title and Linda A Duncan, a federal personnel specialist with 17 years services, edited the content. Other contributors include Lee Kelley, a former Army Captain, Iraq War vet, and senior writer and trainer with CPG; Patricia Duckers, an accomplished Career Coach, Senior Résumé Writer, and personal branding

strategist; and Nancy H. Segal with more than 30 years' experience in federal Human Resources (HR) management. Nancy is a sought-after speaker and trainer on federal HR issues, and is the co-author of a book on the Department of Defense's former performance management system, and is a senior résumé writer at CPG specializing in SES packages. Chuck Jumpeter, a federal retiree with 40 years' service, provided content for the interview chapter.

- Three editions of this title have been reviewed and recommended by **Library Journal**.
- The entire book was rewritten and the focus sharpened. Each chapter starts out with "Chapter Objectives" and is organized to walk readers through the entire process — from finding job vacancies, evaluating job announcements, writing effective federal style resumes, to interview preparation and everything in between. The Index and Table of Contents were also expanded.
- All other books of this type are narrowly focused on resume writing, specific career fields such as law enforcement, overseas jobs or interviewing techniques. The new 11th edition is the only *comprehensive government jobs book* tying all of these areas together into a cohesive volume and also encourages readers to think outside the box when approaching the federal sector.
- The book's paper quality, design, and packaging are exceptional. We are using a 50# white offset, acid free paper stock with an opacity rating of 92. The cover is 12 PT. CIS 4 color with gloss lay-flat film lamination and the first print run will be 10,000 copies. Our new cover designer, George Foster, produced an exceptional cover that will attract attention on bookshelves.
- This book's companion web site, [www.federaljobs.net](http://www.federaljobs.net) receives over 250,000 visitors and 1.5 million page views per month. It is displayed on the first page of Google searches for all major key words.
- Our internet exposure is significant. Google Search Results for our federal jobs web site have far exceeded our expectations. Our new title will be displayed on all 118 pages of this site in the left border with a complete description page, first chapter excerpt and table of contents. Our Google search results for the following key words and phrases on 2/15/11 were:
  - Federal government jobs: 6
  - Federal jobs: 2
  - Post office jobs: 1
  - Government employment: 3
  - Government Jobs: 10

I also suggest typing the author's name, **Dennis Damp**, into the Google search engine. On 2/15/2011, a search on his name yielded **561,000 hits**.