



Army "RESUMIX": Your e-Interview with Results & Examples

Army Community Service (ACS)

U.S. Army Garrison Rock Island Arsenal

Writing Workshop Edition of May 19, 2008

What could be
more *exciting*
than filling out a
Government
Form!?



Army Community Service at RIA
www.riamwr.com/acsnew.htm

Jobs & Money Hot Topics

Financial Readiness & Consumer Affairs

Employment Readiness



A Cautionary Note



- Write about only those skills, positions, education, training, awards, etc., **that you have actually done!**
- Please do **not stretch** the truth!
- You are writing in the past tense because you **have actually done** the skills, education and training ...
- You automatically send this statement with each Army Résumé Builder save:

APPLICANT CERTIFICATION:

I certify that, to the best of my knowledge and belief, all of the information on and attached to this Resume is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this Resume may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated. I understand submitted information must not contain classified information.

By submitting this Resume you acknowledge your concurrence to the preceding statement.

Link your past successes ... *Your Marketing Plan* ... to the employer's current needs

"If it worked back then ...

... it will work great now!"

Results! & Examples!

Verb, Noun, Time, Results, Examples

Connected to the Vacancy Announcement

How Well \ni Results \ni

- Single words
successfully professionally
thoroughly quickly correctly completely
cheerfully accurately fully carefully
on time to the standards
 - Short phrases (... which, ...)
resulted in ___ saved ___ by
made money by ___ improved ___ by
enabled ___ by met goals by ___
exceeded the set objective by ___
received an award for ___
recognized for ___
customers thanked me because ___
- Then, what are your **examples?**

The emotional side of a federal hiring manager's decision

- Will I drive into work happy because no matter what assignments they give to me, I can give them to you?
- Will I be able to take longer lunches without worry because I know you are at your work solving my problems?
- Will I sleep better at night knowing you are on my team?
- So – I am from Missouri = Show Me!
- Tell me in your RESUMIX *why should I select you!*

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What's Your Marketing Plan?

(your career teeter – totter)

Your side

- Your motivation?
- Your Job Search Objective?
 - ___ Job (Title, Environment)
 - ___ Location
 - ___ \$ Money (Compensation Package)
- Priority of the three



Their Side

They listen to one radio station:

W I I F M

(What's in it for me?)

They hire the solutions to *their* problems.

They will make up their minds, their way, for their reasons.

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The Federal Government including the Dept of the Army

- Is a world-class employer, hiring world-class employees, world-wide.
- Difficult to do initial screening interviews with hundreds of world-wide applicants – so they don't.
- They conduct the initial screening interviews *electronically* at Civilian Personnel On Line (CPOL. army. mil).
- So your Army Resume Builder (RESUMIX) is the initial interview!
- You are writing your script for a hiring event that you are not at!
- Use the Army's vacancy announcement's DUTIES, ABOUT THE POSITION, and QUALIFICATIONS blocks to derive the questions.
- Then answer their questions with your written, aligned success statements.
- At CPOL, you are *invited* to **write, type and interview.**



Hiring Practices: some thoughts ...

Private Sector *vice* Federal Government

Army "Civilian Personnel On Line" (CPOL)

Topic	Private Sector	ARMY CPOL
Interviews	Face to Face with verbal examples	Is the (Electronic) Interview = provide examples!
Résumés	1-2 Pages; Trigger Interviews	5 page, Electronic Application <i>is the interview!</i>
Quantities (Numbers)	\$ - Money made and saved	Time (How Long)

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Hiring Campaign: Three (3) Target Audiences

#2 – Personnel Staffing Specialist in the regional CPAC

Decision Information:

(A) Do you meet minimum qualifications - especially time?

(B) Are you a credible candidate?

#1 - RESUMIX Software

Decision Information:

Verb – Noun Sets (skills) from the Vacancy Announcement's Duties and Qualifications:

Did you write about the key (words) skills?



#3 – Hiring Manager or Panel

Decision Information:

• Are you good at the skills that will solve our problems? **Examples!**

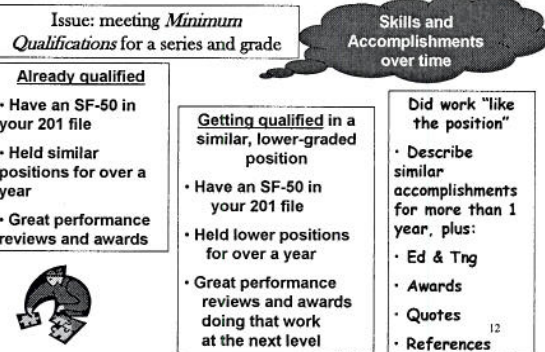
• What else do you bring to the job? **Examples!**

• Attitude? **Examples!**

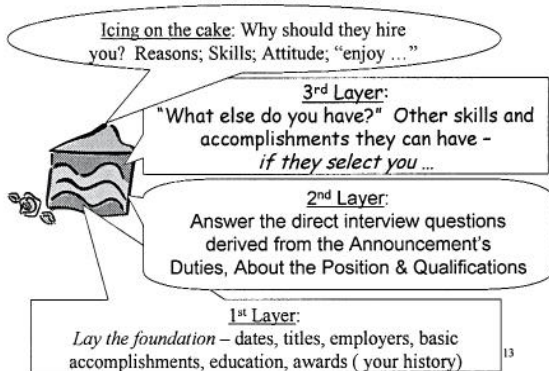


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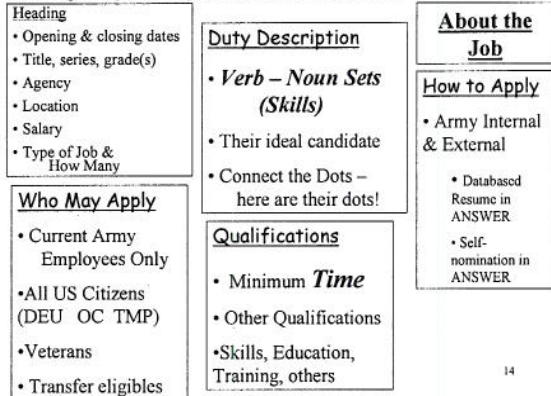
Range of Marketing plus Research & Development Options



RESUMIX Layer Cake "make it sweet for them!"



Reading Army Vacancy Announcements on CPOL



Let them "see you" and "hear you" in the job
by writing your examples

Vacancy announcement for a security guard reads: "Candidate will guard gates."

For the last 6 years I correctly guarded gates. For example while in the Army on gate-guard duty 10% of my time I inspected passes and identification cards, directed traffic, called for back-up when people tried to get on the base illegally and directed visitors to the security office. Passed all of my inspections and met the standards.

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Let them "see" and "hear" you do the job!

Through Examples

Interviews, Reference Letters, References, Cover Letters, Applications, Résumés

The Résumé

They need a manager who directs teams ...

Directed teams over the past 3 years, resulting in improved performance each quarter. An example is last year I improved my method of giving guidance as objective statements so that the team members knew what they were doing, why they were doing the task, and what the standards were. The 7 members of the team improved their efficiency because they knew what was expected and they liked to meet the standards and get their performance bonuses. I received an award as shift leader of the year because of my ability to give direction.

RESUMIX, the Federal E-Application, combines both

The Interview

Allocate your RESUMIX to Connect the Dots back to the Vacancy Announcement's

- Duties
- Qualifications
- A
- B
- C
- D

EXPERIENCE - YOUR RELEVANT, ALIGNED, CONNECTED ACCOMPLISHMENTS
PARS: Federal Accomplishments = time and results

1st (current) Job: Time Frame From ___ to ___; Your Title; Your Organization
Accomplishments in A, B, C, D

2nd Job: Time Frame From ___ to ___; Your Title; Your Organization
Accomplishments in A, B, C, D **12,000 Characters**

3rd Job: Time Frame From ___ to ___; Your Title; Your Organization
Accomplishments in A, B, C, D

4th Job: Time Frame From ___ to ___; Your Title; Your Organization
Accomplishments in A, B, C, D

5th Job: Time Frame From ___ to ___; Your Title; Your Organization
Accomplishments in A, B, C, D

6th Job: Time Frame From ___ to ___; Your Title; Your Organization
Accomplishments in A, B, C, D **2,000 Characters**

EDUCATION: A, B, C, D **6,000 Characters**

ADDITIONAL INFORMATION
TRAINING: A, B, C, D
LICENSES / CERTIFICATES: A, B, C, D
AWARDS: A, B, C, D (linked and explained back to the announcement, please)
OTHER: A, B, C, D
• Continuations and explanations from Experience or Education in A, B, C, D
• References for A, B, C, D
• Quotes from awards, evaluations and thank you's for A, B, C, D
• Reasons to Hire you!

Zipper together your history and relevant accomplishments

Your History
Army Résumé Builder
3 blocks

Experience
(paid and volunteer)
12,000 characters
employers, your titles, time-frames, locations, hours, pay

Education
2,000 characters

Additional Information
6,000 characters
Training, Licenses, Certifications, Awards, References, Quotes ...

Your Marketing
Accomplishments (how long & how well + examples) in the skills from the announcement's duties and qualifications.

Always consider changing as each announcement is a slightly different interview

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The Security Guard
Vacancy Announcement's
Duties and Qualifications blocks



What *other*
skills are you
good at that
make you a
wise choice
for them?



The Bull's Eye

- protecting property
- standing guard
- insuring traffic is registered

Your accomplishments *beyond* the duty
description and qualifications ...

- accurate reports and duty logs
- using radios and phones
- wearing uniforms and equipment
- safe driving of various vehicles
- inspecting buildings, doors, windows
- first aid and CPR

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CPOL Home Page
References & Tools

CPOL Top Pages
Tools
FASCLASS

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A technique for you to consider ...

1. Highlight (paint) the key parts of the Vacancy Announcement and copy [EDIT and COPY; right-click the mouse and COPY]
2. Go to an MS WORD document and paste [EDIT and PASTE; right-click the mouse and PASTE]
3. Use the pasted sentences to guide you in constructing your actual Success Statements
4. Highlight (paint), COPY and PASTE your fully constructed statements into the appropriate blocks in Army Resume Builder

Protected Federal Property from hazards ... Stood guard at exterior and interior gates ...

Spell Check
• TOOLS: Word Count
• Multiple examples
• SAVE!

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RESUMIX Layer Cake

"make it sweet for them"

Icing on the cake: Why should they hire you? Reasons; Skills; Attitude; "enjoy ..."

Enjoy _

Like to _

I am very good at _

My bosses selected me to _ because I am the best at _

I volunteered to _

You should select me because _

There is a difference between "I can" and "I want to"

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ANSWER

Appoint-Nomination-System Web-Enabled Page(s)

STATUS TRACKING

Home Back Help

Tracking History: Below is the latest status of the jobs for which you requested consideration.

NOTE: You will not see the status of your self nomination until after the announcement closes and qualification determinations are made.
See more records >>

2 Records

Announcement #	Position	Location	Organization	Status
NCB007427653	PERSONAL FINANCIAL READINESS SPECIALIST/GS - 0301 - 11 IL	ROCK ISLAND / Directorate of ROCK ISLAND / MWR/HR	2008-01-17 - Your resume has been referred to the selecting office for consideration for this vacancy.	
NCB007427650	PERSONAL FINANCIAL READINESS SPECIALIST/GS - 0301 - 11 IL	ROCK ISLAND / Directorate of ROCK ISLAND / MWR/HR	2008-01-22 - Your resume has been referred to the selecting office for consideration for this vacancy.	

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Analysis Matrix of your Federal, Target Audience's Problems = Your Marketing Pitches!

≧PARS≦ Problem Action Results Statements

Courtesy of Army Community Service, U.S. Army Garrison Rock Island Arsenal edition of May 26, 2006

<p><i>They will hire the solutions to their problems</i></p>	<p>Be the Solution to their Problems! Connect the Dots: Your Skills to Their Problems ●→● Their notional <i>Interview Question</i> from the <i>Vacancy Announcement's</i> Duties and Qualifications - answer their mail:</p> <p>● Are you good at the skills that will solve our problems?</p> <ul style="list-style-type: none"> ● Yes!; if it worked back then, it will work great now... <p>So let me tell you my relevant, aligned accomplishments from back then...</p>		
<p><i>Their Problems - from the Vacancy Announcement's <u>Duties</u> and <u>Qualifications</u></i></p> <p>Problems = Skills = Verb - Noun Sets</p>	<p><i>Past Tense Verb</i></p>	<p><i>Noun (What)</i></p>	<p><i>How Long (#'s) Especially the Amount of Time! Amount, time frames, and % (plus people, money & things)</i></p> <p><i>≧How Well≦ Results! (then add Examples)</i></p>
A -			
B -			
C -			

<p>Result or Accomplishment <i>First</i></p>	<p>Then the skill (verb - noun), Numbers (especially time), and other information</p>
-----------------------------------------------------	----------------------------------------------------------------------------------------------

Bottom Line Up Front = BLUF

Result first, then the Verb, Noun and Time

Example: Professionally answered up to 25 phone calls daily over the last 3 years. An example is _____

- Single words
 successfully professionally
 thoroughly quickly correctly
 completely cheerfully accurately
 - Short phrases (... which, ...)
 resulted in ___ saved ___ by
 made money by ___ improved ___ by
 enabled ___ by met goals by ___
 exceeded the set objective by ___
 received an award for ___
 recognized for ___
- What's yours?

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Zipper together your history and *relevant accomplishments*

Your History

Army Résumé Builder
3 blocks

Few
Changes

Experience

(paid and volunteer)
12,000 characters
employers, your titles,
time-frames, locations, hours, pay

Education

2,000 characters

Additional Information

6,000 characters
Training, Licenses, Certifications,
Awards, References, Quotes ...

Your Marketing

Accomplishments (how long &
how well + examples) in the
skills from the announcement's
duties and qualifications.

Always consider changing as
each announcement is a
slightly different
interview

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