



ARMY COMMUNITY SERVICE  
**ACS**  
Real-Life Solutions for Successful Army Living



# Army “Resumix” Résumé (Interview) Class

**Army Community Service (ACS)**

U.S. Army Garrison Rock Island Arsenal

*Class Edition of April 11, 2007*



## Purposes

- To improve your résumé
- Understand that Federal vacancy announcements have *interview questions*
- Practice your interview answers

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**Problem > Action > Results Statements**

- Use the Army’s e-application process  
[www.cpol.army.mil](http://www.cpol.army.mil)

Improve your career opportunities by  
changing the question you answer!

**Are you good at the skills  
that will solve *their* problems?**

## RESUMIX Layer Cake

"make it sweet for them!"

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

### 3<sup>rd</sup> Layer:

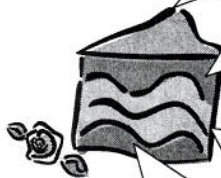
"What else do you have?" Other skills and accomplishments they can have - *if they select you ...*

### 2<sup>nd</sup> Layer:

Answer the direct interview questions derived from the Announcement's Duties, About the Position & Qualifications

### 1<sup>st</sup> Layer:

*Lay the foundation* – dates, titles, employers, basic accomplishments, education, awards ( your history)



## Sequence of this Presentation

- Background Information
- Your three target audiences

Software

Personnel Staffing Specialist

Hiring and Selecting Official (or team)



- The E-Interview (Vacancy Announcement)
- Your three-layer cake with frosting

History: employment, volunteering, education, training, awards

Answering the interview questions from the announcement

What else you have beyond the announcement

Attitude and Reasons to Select YOU



- Frequently Asked Questions (FAQs)