

Security Guard Vacancy Announcement (Duties example)

are received to the next higher/target level position of GS-0085-05. GS-05: Serves at fixed posts or patrols assigned areas on foot or by vehicle and performs a variety of protective duties. Protects Federal Property from hazards such as: sabotage, espionage, trespass, theft, fire, and accidental or willful damage destruction. Fixed Posts and Patrol: Stands guards at exterior and interior gates, exercising the following security measures: insures that all incoming and outgoing vehicular traffic is registered with the security office; directs visitors, bikers, joggers, and contractors to the reception desk to obtain passes or badges for entry into the island complex.

Protects Federal Property from hazards ...
protects property

Job Specific - exact example:

Protected Federal property from hazards successfully for 3+ years while in the U.S. Army.

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Stands guard at exterior and interior gates
stands guard

Transferable - something like it:

Stood guard at warehouse gates properly and followed all of my instructions while on guard duty for 10% of my time during my 3+ years of service.

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Insures that all incoming and outgoing vehicular traffic is registered with the security office

Insures traffic is registered

Insured that all incoming and outgoing persons (foot traffic) were registered with the security office while on guard duty, resulting in me meeting the established security standards for 3 years.

**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.

≡ B L U F ≡

Bottom Line Up Front

Immediately saved over \$600 and decrease ordering and down time by 10% every month when I started an inventory and sign out system that tracked what was on hand and what was taken, the amounts and by whom, resulting in our organization being able to track where supplies went, how much was available and how much to order.

Area of Consideration: Expanded Definitions Military spouse preference eligibles and family members on Leave Without Pay (LWOP).
Army employees with competitive status; and eligible Army CIPMS employees.

Duties:

GS-05 duties: Incumbent works under closer supervision and works in a developmental capacity performing assignments and completing training, both of which are aimed in preparing the incumbent to gain the knowledge and skills necessary to perform the duties of the position. The incumbent receives progressively more responsible assignments as experience and training are received to the next higher target level position.

GS-07 Duties: Serves as Classification Assistant in the Classification Division of a Civilian Personnel Operations Center (CPOC). Performs technical assignments to classify clerical and technical positions, and assists classification specialists with more difficult assignments involving management studies and consistency reviews. Independently performs recurring assignments to classify positions, process personnel actions, maintain organization and position datafiles, and input or retrieve data from automated systems.

Reviews and interprets classification standards, organization charts and related documents. Analyzes duties, verifies accuracy of duty assignments and finalizes job descriptions using position outlines and other information provided managers or CPAC representatives. Researches regulations and directives, and applies OPM classification standards directly applicable to the position under review.

Qualification Requirements:

GS-05: Requires one year of specialized experience at the GS-04 level OR education substitution of 4 years above high school.

SPECIALIZED EXPERIENCE: Experience that equipped the individual with the particular knowledge, skills, and abilities to perform successfully the duties of the position to be filled, and is typically in or related to the position to be filled.

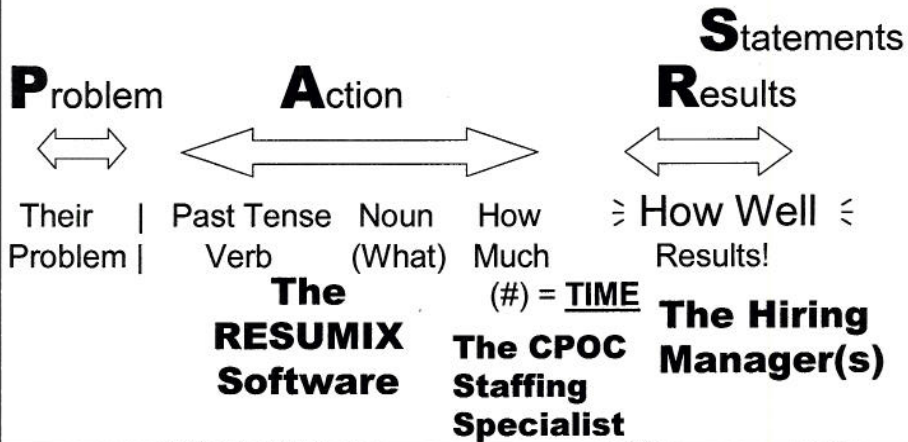
PROFICIENCY REQUIREMENT: MUST BE ABLE TO TYPE 40 WORDS PER MINUTE. THIS MUST BE ANNOTATED ON YOUR RESUME.

Read and use the duties and qualifications blocks!

Properly performed technical assignments and classified clerical and technical positions for over 2 years. Correctly typed over 40 words per minute for the past 6 years and my work is ready to use.

≧ P A R S ≦

Matches and supports the
RESUMIX System!



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.

Write what you have ***actually*** done

So that they can ...

read

qualify

select

YOU!



Your Verbs – Nouns Times and Accomplishment & Results