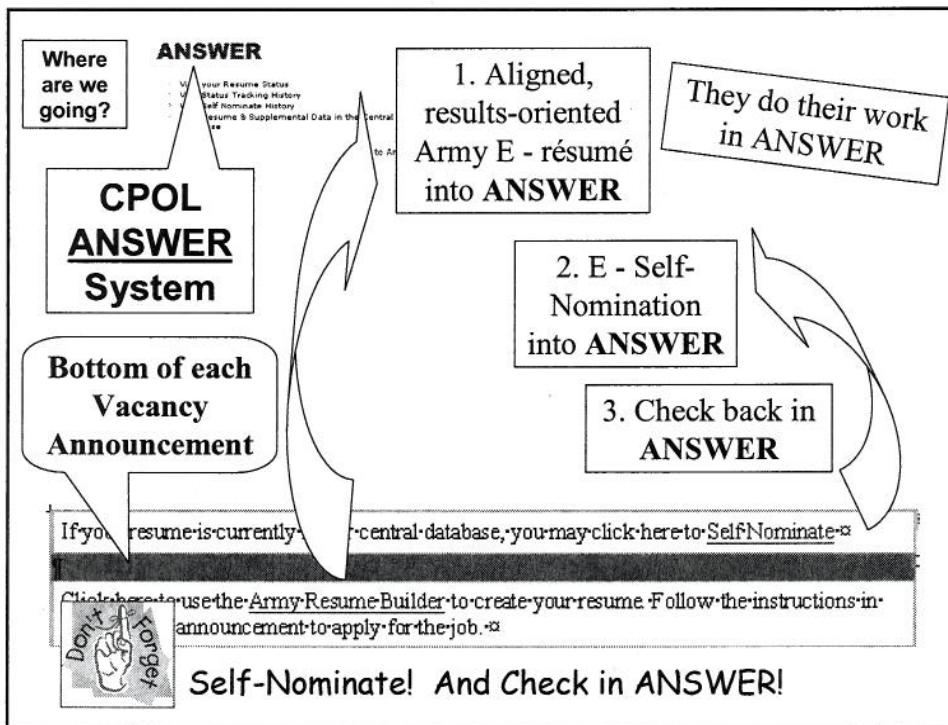


Sequence of this Presentation

- Background Information
- Your three target audiences
 - Software
 - Personnel Staffing Specialist
 - Hiring and Selecting Official (or team)
- 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)**

How do people new to RESUMIX make BIG mistakes?

- **Must send in the first RESUMIX to Army ANSWER system in order to:**
 - **Activate ANSWER**
 - **Create a "box" in which to place your Self-Nominations**
- Send in an initial "place holder" RESUMIX
- **Not Self-Nominating using the E-VAn in time**
 - **Blowing out the ONE RESUMIX held in ANSWER before getting a status in "View Status"**
 - **If multiple VAn's that week= multiple Self-Nominations:**
 - Your RESUMIX is a blend to cover *multiple interviews*
 - **Start with a Federal Job Search Objective:**
 - ___ Job: Federal Title, Series; Type Agency
 - ___ Location
 - ___ Money (Grade range)



ANSWER
Applicant Notification System Web-Enabled Response

**Q: Is my RESUMIX résumé automatically linked to a self-nomination?
A: NO !**

Self-Nominations are separate from the RESUMIX - résumé; you can self-nominate, and continue to improve and send in updated versions!

Important: Special notice for 10-point preference

Applicant Information:

Jon Cook
Resume Last Received: 2807-01-26
Resume Status: ACTIVE

- Status Tracking
- Self Nominate History ☆
- View Resume ☆
- View Supplemental Data
- Send Mail

ANSWER Help

Frequently Asked Question (FAQ)

Q: How do you expect me to get all of my vast work history into the 12,000 Character Work Block ???

A: CPOL is **NOT** asking for your entire work history: only the **Job Related work accomplishments** that align / connect to your targeted vacancy announcement . . .

From the Army's Job Application Kit, p. 3

The automated system **extracts information** from your Resume to **compare with job requirements**. In order to ensure accurate extraction (**identification of job-related skills**), we recommend you develop your Resume according to the following guidelines.

Continue into the **ADDITIONAL INFORMATION** block; help the reader:

(Continued below in Additional Information)

(Continued from above from Experience)

Question: How far back do you go?

1st: Connect the dots! ●→●

How far back do you need to go to provide relevant, connected success statements that answer the employer's one question?

Option #1 – Cover All

- + **All** your work history (**boring**)
- Not enough room
- How much is relevant to the skills in the vacancy announcement?

Option #2 – Leave Gaps

- + Saves space
- + Relevant
- How will the employer “view the gaps” ?

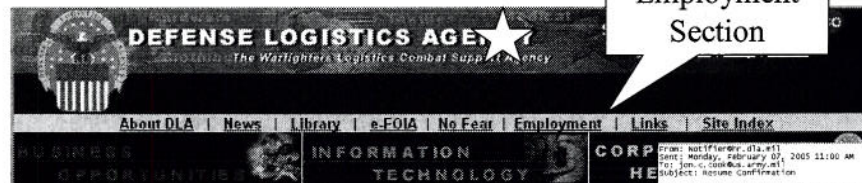
Option #3 – Unequal Use of Space

- + Do list work history back to a reasonable point in your career
- + Write most about relevant accomplishments
- Decide and think

Can you get a copy of what the RESUMIX Software is reading?

Defense Logistics Agency (DLA)

www.dla.mil



Did you know that the
DLA Résumé Builder
will show to you your Verb - Noun sets
that its RESUMIX system derived from
your e- résumé ?

It is part of your
confirmation - of - receipt message!

Employment
Section

From: notfl@era.dla.mil
Sent: Monday, February 07, 2005 11:00 AM
To: jon.c.cook@us.army.mil
Subject: Resume confirmation

the resume you submitted on 2/7/2005 11:57:40 AM
your skills are derived by the Department of
STARS is a commercial, off-the-shelf software
your skills were determined to be as follows:

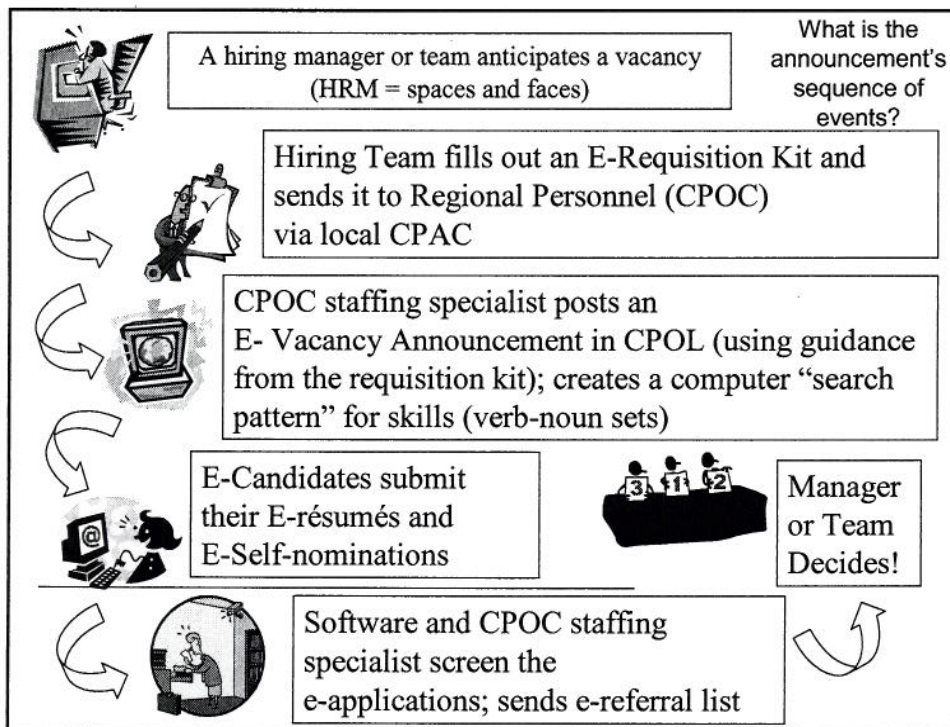
1. Customer Service
2. L. Cust. Serv
3. Performance Awards
4. Cert. HR Management
5. HR Management
6. Soc. HR Management
7. Human Resources Exp
8. L. Civ. Ser. Mgmt
9. Cert. Professional
10. L. Professional
11. Educ. Reg/Major/Cert
12. Financial Planning
13. Financial Advice
14. Academic Honors
15. Air Force Base
16. Multicultural Student
17. L. All Bachelors
18. Social Work
19. Sociology
20. Career Counseling
21. L. Exp. Dev.
22. Funds Mgmt/Control
23. L. Budget Terms
24. Program Implementn
25. Resource Coord
26. Email
27. Resource Planning
28. L. Resource Mgt. Plan
29. L. Resource Mgt. Term
30. Resource Coordship
31. Inspection

How do you determine "Veteran's" Status for Internal Announcements?

- www.opm.gov > Subject Index > Veterans
- plus the CPOL Job Application Kit and Résumé Builder Tutorials
- 10-point Veteran
 - Determined by Veteran's Affairs (VA) through their VA physicals stated in a VA letter = 30%+ Disabled
 - Eligible to fill out a Standard Form (SF) 15. Form may be requested as part of the application.
 - 5-point Veteran
 - Campaign Ribbon for active service designated by Department of Defense (Iraqi Freedom; Desert Storm; Viet Nam – on DD 214)
 - Other (depends on Vacancy Announcement and the hiring Federal Agency – ask them or see instr.)
 - Prior active duty service as described in the DD 214
 - Selected "widow" status
 - Reminder – if sending DD 214, send copy; not original

What is Expanded PARS?: SHARE (SCARE)

- **Situation** My organization operated its own warehouse
It was losing money and supplies and did
- **Hindrance** not know why or how to stop the losses
I started an inventory and sign out system
- **Action** that tracked what was on hand and what
was taken, the amounts and by whom
- **Results** This resulted in our organization being able
to track where supplies went, how much was
available and how much to order
- **Evaluation** This immediately saved over \$600 and
decrease ordering and down time by 10%
every month.



From the Job
Application
Kit

*The CPOL Crew at
Fort Belvoir, VA*

Email the IT Help Desk for HQDA RESUMIX at Fort Belvoir:

applicanthelp @ c p s r x t p . belvoir. army. mil

**and you can send in you RESUMIX and
Self-nomination direct at:**

resume @ c p s r x t p . belvoir. army. mil

selfnom @ c p s r x t p . belvoir. army. mil