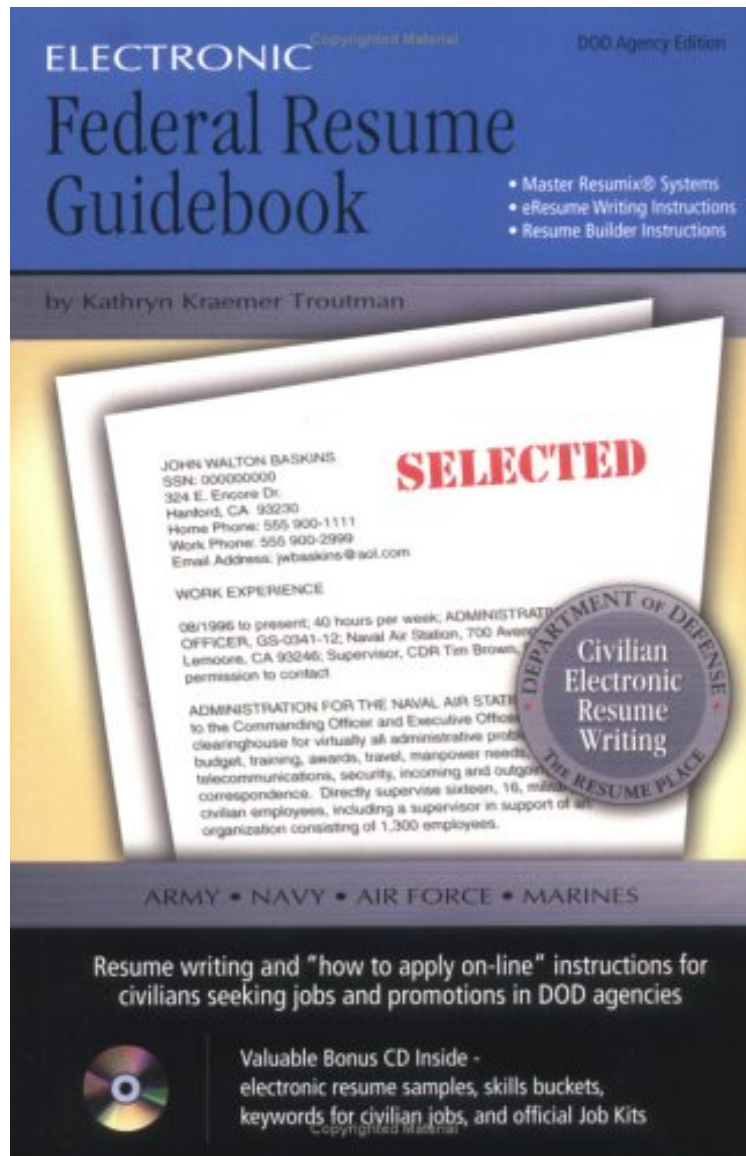


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and Europe to teach Resumix Resume Writing to military personnel and civilians who are seeking promotions and career change. The use of electronic resumes by the federal government creates an entirely new set of rules for

tackling this step of the job search process. Fortunately help is just a few clicks away! With her insightful new guidebook on e-resumes, leading federal career consultant Kathryn Troutman has drawn a road map for your success in this new territory. Through a look at the Resumix e-recruitment system, Troutman has created a primer on a resume writing style that will be effective with any electronic human resources system and e-resume builder. In addition to resume-writing tips, the author also provides relevant background and job-search strategies. Inside this cutting-edge guide, you'll find:

- The history behind the development of the computerized recruitment systems, including Resumix.
- Helpful insights into how automated human resource systems work.
- Guidance for assessing your work history and determining the skills you want to emphasize.
- Instruction for searching the Web for relevant openings.
- Tips for incorporating "keywords" highlighting your skills into an e-resume so that hiring officials can find them easily electronically.
- A detailed system for crafting an outstanding electronic resume.
- Specific instructions for applying for DOD civilian jobs within the different military branches.
- Motivation for getting over your fears of self-promotion.

For over 27 years, Troutman has trained workers like you to apply for federal jobs. Constantly keeping current on the latest trends in hiring, she's the perfect person for you to turn to now for help in creating your electronic resume. If that's the challenge before you, don't sweat it! This book has the answers you'll need !