



Writing Your Federal Résumé



Job Opportunity Announcement

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Auditor

GSA, OFFICE OF INSPECTOR GENERAL

Agency Contact Information

Few vacancies in the following locations:

- Washington, DC
- Atlanta, GA
- New York, NY

Work Schedule is Full Time – Recent Graduates

Opened Thursday 2/28/2016
(3 day(s) ago)

Closes Saturday 3/9/2016
(6 day(s) away)

Salary Range

\$38,790 to \$69,545 / Per Year

Series & Grade

GS-0511-07/09

Promotion Potential

13

Supervisory Status

No

Who May Apply

All U.S. Citizens and Nationals who meet the eligibility requirements for the Pathways Recent Graduate Program as explained below under “REQUIREMENTS”.

Control Number

3524792500

Job Announcement Number

JA-2013-17-RG

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(3 day(s) ago)

Closes Saturday 3/9/2016
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GS – 0511 – 07/09

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[About the Agency](#)

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How to Apply



Required Documents





Duties

Duties

This position is located in the Audits Office of Inspector General (OIG). The incumbent serves as an Auditor and works directly for the Fort Worth, Texas office. As an Auditor, you will work on a team conducting performance and attestation audits. You will perform systematic examinations and analyses of financial-related records, reports, management controls, and policies and practices that impact the financial condition of GSA organizations and activities. You will be responsible for 1) preparing work papers/reports to document the audit process including audit objectives and related conclusions, deficiencies, and recommendations for corrective actions; 2) assisting higher level auditors in determining areas of high risk to focus on during an audit; and, 3) other related assigned duties.

At the full performance level of the position, additional responsibilities include:

- Performing research, evaluations, studies, and analyses;
- Identifying significant audit and review findings, trends, and patterns;
- Researching and reviewing pertinent federal laws and Comptroller General decisions; and,
- Identifying legislative, regulatory, and procedural requirements applicable to GSA programs, activities, and functions.

Travel Required

- Occasional Travel
- Selected applicant must be able to acquire and maintain a government-issued travel charge card.

Relocation Authorized

- No



Qualifications

Job Requirements

Key Requirements

- Background security investigation required.
- Applicants must be U.S. Citizens or nationals
- Applicants must apply online via GSAjobs (see "How to Apply" section)

Qualifications

Applicants must demonstrate in their resume and responses to the vacancy questions that they meet the basic OPM qualifications as well as qualifications described below. Applicants must meet all qualification and eligibility requirements for the position advertised within 30 days of the closing date of the vacancy.

To qualify for this position, applicants must meet the basic education requirements and specialized experience.

Basic Education Requirements:

Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor."); **OR,**

Combination of education and experience: at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include *one* of the following:



Qualifications

Specialized Experience:

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All successful applicants for this position will possess the following competencies: Basic knowledge of accounting principles and auditing standards; the ability to apply audit techniques in collecting and analyzing data; the ability to communicate effectively, both orally and in writing; and the ability to conduct multiple segments of complex audits.

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Benefits and Other Information

Additional Information

Additional Information

What To Expect Next

Once your completed application is received, your qualifications will be evaluated. The best qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome. Applicants may also check the status of their application on-line 24 hours a day through USAJOBS.

Thank you for your interest in working for the U.S. General Services Administration, Office of Inspector General!

BENEFITS

[Review our benefits](#)

Other Information

BARGAINING UNIT STATUS: None

- This vacancy announcement does not preclude filling this position by other means. **Management also has the right not to fill the position.**
- Travel and transportation expenses may be authorized for interviews. Relocation expenses are not authorized for this position.



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U.S. General Services Administration

General Services Administration

Office of Inspector General

Contact

Joe Government

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1800 F Street NW Room 5046

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US

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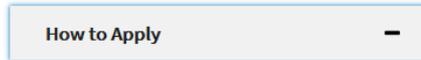
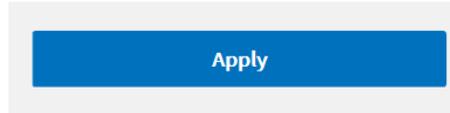


Required Documents





How to Apply



How to Apply

You must submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the Announcement. Errors or omissions may result in your not being considered for this vacancy. A description of the online process is provided below. For more information on applying for a GSA vacancy, please visit [Applying for a GSA Job](#).

1. **To begin, click Apply Online to create a USAJOBS account or log in to your existing account.** Follow the prompts to select your USAJOBS resume and/or other supporting documents. Once you have completed this step, select "Apply for this Position Now!"
2. **Complete your personal information within GSAjobs.** Once you've been redirected to GSA's automated system, follow the prompts to create, review, or update your personal information. This information is used to determine your eligibility to apply for this position so be sure that it is up to date.
3. **Respond to all of the vacancy specific questions.**



How to Apply

How You Will Be Evaluated

Category rating will be used to rank candidates into one of the three Quality groups; Best Qualified, Well Qualified, and Qualified. Veteran's preference consideration, if supported by appropriate documentation, is then applied. Qualified preference eligibles are placed above non-preference eligibles within their respective quality category and considered before non-preference-eligibles in that category. Note: Your responses must be substantiated by the resume submitted. If a determination is made that in responding to the vacancy questions you have rated yourself higher than is evident in your resume, experience, and/or education, your score may be adjusted by a Human Resources Specialist.

To preview questions please [click here](#).

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How to Apply +

Required Documents +



Required Documents

How to Apply



Required Documents



Required Documents

You must submit ALL required documents before the closing date/deadline to have a complete application. Review the following list to determine which documents must be submitted online.

Current GSA OIG employees must complete the online application and resume.

[ICTAP/CTAP Eligible](#): Submit (a) proof of eligibility including agency notice; (b) SF-50 and (c) most recent performance rating.

College Transcripts: If you are using some or all of your college education to meet qualification requirements for this position, you must submit a photocopy of your college transcript(s). If selected, an official/sealed transcript will be required prior to appointment. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education. See Application of Qualification Standards at [OPM's General Schedule Qualification Policies](#) website for information on crediting education.



3 Sections

- Job Opportunity Announcement (JOA) sources:
 - Qualifications
 - Occupational Questionnaire
 - Linked from the JOA
 - Duties



Your Résumé

- Your résumé:
 - Your best marketing tool
 - Communicates your qualifications
 - Shows you can provide immediate results
 - Should be tailored for each job
 - Has no page limitations
 - Is your first and often only impression



Format

- Reverse chronological order:
 - Lists your most recent experience first then work backwards listing previous jobs
 - Include job-relevant paid/unpaid experience
 - Recommended for Federal résumés



Resume Information

- General Information Only
- Experience Only
- Experience and Accomplishment
(Two part answer = **IDEAL**)



General Information Only

- Typically a 1 page resume
- Often used on every application
- Provides a vague overview of skills
- Does not capture qualifications



Experience Only

- **Provides experience:**
 - Amount of experience:
 - “Managed an 8 person team over 15 years...”
 - Level of experience:
 - “Routinely advised and briefed organizational senior executives on...”

Note: Repetition is OK

- **Does not provide:**
 - Why you, over someone else (Accomplishment)



Experience and Accomplishment

(Two part answer = IDEAL)

- **Provides experience:**

- Amount of experience:
- Level of experience:

Note: Repetition is OK

- **Provides accomplishment:**

- Who was impacted?
- What were the cost savings?
- Did you exceed deadlines?
- Did you receive awards or recognition?
- What changed/improved?



- **Helps answer:**

- How well do you do the task?
- Why should we hire you over others?





Language Matters

(Two part answer)

- **Before:**
Responsible for planning, executing and coordinating special operations mountain and desert training. Served as primary instructor for all new Soldiers in training.
- **After:**
Developed and executed numerous sensitive and realistic training courses for nearly 1,500 personnel annually. Rated as the number one instructor over 20 peers on last 3 annual performance reports.



Information

- Personal sources:
 - Former job descriptions
 - Supervisory reviews and feedback
 - Transcripts
 - Course feedback
 - Military honors
 - Awards and recognition
 - Customer acknowledgements
 - Survey results



Information

- Think outside the box
 - Leadership roles in social organizations
 - Volunteer experiences
 - Projects
 - Professional/Academic challenges or successes
 - Special assignments
 - Travel experiences

Skills

- Create
 - A list of your skills and match them to job types (Skills Profiler)
 - <http://www.careerinfonet.org/Skills/>



www.careeronestop.org



Skills Profiler

System Skills

- ❑ **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- ❑ **Systems Analysis** - Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- ❑ **Systems Evaluation** - Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Resource Management Skills

- ❑ **Management of Financial Resources** - Determining how money will be spent to get the work done, and accounting for these expenditures.
- ❑ **Management of Material Resources** - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.



Translate

- Veterans
 - Translate military career fields to Federal occupations
 - <http://www.dllr.state.md.us/mil2fedjobs/>



DEPARTMENT OF LABOR, LICENSING AND REGULATION
Military to Federal Jobs Crosswalk



MIL2FEDJOBS

SERVICE MEMBER/VETERAN SEARCH

To find out what federal jobs are related to specific military occupations, use the following steps:

Step 1. Select the Service and the Personnel Category

Service: Army Navy Air Force Marine Corps Coast Guard

Personnel Category: Officer Warrant Officer Enlisted

Step 2. Select a Military Occupation

Military Occupation Code:
36A - Financial Manager ▼

- or -

Military Occupation Title:
Financial Manager - 36A ▼



MIL2FEDJOBS

Federal Occupational Series Related to Army 36A - Financial Manager

The table below lists federal occupations related to the military occupation you selected. Keep in mind that job qualifications vary according to specific positions that are being filled by the federal agency. To find out more about specific positions available and their requirements, use the Search USAJOBS Now link in the last column. If you'd like to learn general information about federal jobs, see [Federal Career Considerations](#).

Click on column headings to sort. Click on the numbers above and below the table to page through results.

Code	Title	Type	Federal Job Family	Search for a Job
0340	Program Management Series	WHITE COLLAR	0300 - GENERAL, ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP	Search USAJOBS Now
0343	Management and Program Analysis Series	WHITE COLLAR	0300 - GENERAL, ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP	Search USAJOBS Now
0501	Financial Administration and Program Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0503	Financial Clerical and Technician Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0505	Financial Management Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0510	Accounting Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0511	Auditing Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0512	Internal Revenue Agent Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0525	Accounting Technician Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0526	Tax Specialist Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now



Process

- 3 steps:
 - Review
 - Understand the requirements
 - Select in or select out
 - Identify
 - Find keywords and phrases
 - Highlight
 - Align
 - Place information into bullets
 - Match personal experiences/accomplishments



Grade Level or Equivalent

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Review

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Match your experiences beginning with your current/most recent job



Align

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Experience and accomplishment (Two part answer)

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- Verification of reports against source accounts,

Annually verified over 500 source reports and identified weak internal controls and accounting procedures. Created a new standard operating procedure which resulted in a 10% decrease in errors and \$52,000 in labor savings.

- Performing routine technical accounting assignments;
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- Performing routine technical accounting assignments;
Experience and accomplishment (Two part answer)
- Reconciling bank and other accounts;
Experience and accomplishment (Two part answer)
- Verifying cash receipts and disbursement vouchers;
Experience and accomplishment (Two part answer)
- Verifying the accuracy of computations;
Experience and accomplishment (Two part answer)
- Preparation of basic audit work papers.
Experience and accomplishment (Two part answer)

Create answers for all of the bullets

All successful applicants for this position will possess the following competencies:

Ability to:

- Basic knowledge of accounting principles and auditing standards;
Experience and accomplishment (Two part answer)
- Apply audit techniques in collecting and analyzing data;
Experience and accomplishment (Two part answer)
- Communicate effectively, both orally and in writing;
Experience and accomplishment (Two part answer)
- Conduct multiple segments of complex audits.
Experience and accomplishment (Two part answer)



Align

Current Most Recent Job/Experience

Experience and accomplishment (Two part answer)

DELETE THE RED BULLETS



Align

Resume Builder

Work Experience All fields are required unless otherwise noted

Employer Name Formal Job Title

Employer Address 1 Start Date Start Year

Employer Address 2 Optional End Date End Year

Country Salary Optional Currency Salary Rate

Postal Code Average Hours per week

City/Town May we contact your supervisor?
 Yes No Contact me first

State/Territory/Province Is this a Federal Civilian position?
 Yes No

Duties, Accomplishments, and Related Skills (1800 characters remaining)

- Experience and Accomplishment (Two-part answer)

Problems with formatting when pasting from Microsoft Word?

Paste the two-part answers in your resume under the job where you earned the experience.

Repeat the process if you have other experience



Questionnaire

How You Will Be Evaluated

The category rating procedure is being used to rank candidates. If you are found qualified for the position, your responses to the self-assessment vacancy questions will be used to place you in one of the following categories: Qualified, Well Qualified, and Best Qualified. **Note: Your responses must be substantiated by the resume submitted. If a determination is made that in responding to the vacancy questions you have rated yourself higher than is evident in your resume, experience, and/or education, your score may be adjusted by a Human Resources Specialist.**



Résumé Summary

- Highlight your knowledge, skills, abilities and experience as it relates to the job.
 - Use keywords/phrases or short sentences
 - Paint a picture
 - Include your security clearance, if applicable
 - Complete only after you have listed all of your experience and accomplishments



USAJOBS

- Special hiring authorities:
 - Veterans Recruitment Appointment (VRA)
 - Veterans 30% or more disabled
 - Disabled veterans who completed VA training
 - Schedule A for people with disabilities
 - Military Spouse
 - Certain former overseas employees
- Sensitive information and photographs



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Todd

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DOCUMENTS

USERNAME & PASSWORD

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Get noticed by recruiters—make your resume searchable

If you make your resume searchable, your profile and resume will be visible to recruiters searching our resume bank. Only one resume can be searchable at a time.

Allows users 5 Resumes

- Upload
- Build
- Combination

Resumes (3/5)

View	View	View
Human Resources Built 04/04/11	Recruiting Built 04/04/11	Security Analyst Built 04/04/11
Edit	Edit	Edit
Duplicate	Duplicate	Duplicate
Delete	Delete	Delete
<input type="checkbox"/> Searchable	<input type="checkbox"/> Searchable	<input type="checkbox"/> Searchable

Upload or build resume

Do not include in Resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.



Resume Builder

searching our resume bank. Only one resume can be searchable at a time.

Add New Resume



Build resume



Upload resume

PROFILE

DOCUMENTS

USERNAME & PASSWORD

View	View	View
<p>Human Resources</p> <p><i>Built 02/01/11</i></p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>	<p>Recruiting</p> <p><i>Built 02/20/11</i></p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>	<p>Security Analyst</p> <p><i>Built 01/15/11</i></p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>



Upload or build resume

Do not include in Resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents



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PROFILE

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USERNAME &
PASSWORD

Resume Builder

Resume Name *Required*

Edit

Click on Add Work Experience to enter information related to your jobs.

Add Work Experience

I do not wish to provide work experience

Next

recruiters

Help

View

Human Resources
Built 02/01/11

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Searchable

View

Recruiting
Built 02/20/11

[Edit](#)

[Duplicate](#)

[Delete](#)

Searchable

View

Security Analyst
Built 01/15/11

[Edit](#)

[Duplicate](#)

[Delete](#)

Searchable



Experience

Resume Builder

Work Experience ⓘ *All fields are required unless otherwise noted*

Employer Name Formal Job Title

Employer Address 1 Start Date Start Year

Employer Address 2 *Optional* End Date End Year

Country Salary *Optional* Currency Salary Rate

Postal Code Average Hours per week

City/Town May we contact your supervisor?
 Yes No Contact me first

State/Territory/Province Is this a Federal Civilian position? ⓘ
 Yes No

Duties, Accomplishments, and Related Skills (5000 characters remaining)

[Problems with formatting when pasting from Microsoft Word?](#)





Education

Resume Builder

Education [Ⓜ] *All fields are required unless otherwise noted*

School or Program Name Major *Optional*

Country Minor *Optional*

Postal Code GPA *Optional* of GPA Max. *Optional*

City/Town Total Credits Earned *Optional*

State/Territory/Province System for Awarded Credits *Optional*

Semester Hours Quarter Hours Continuing Education Units

Degree/Level Attained Honors *Optional*

Completion date *Optional*

Relevant Coursework, Licensures, and Certifications *Optional*
(2000 characters remaining)

Problems with formatting when pasting from Microsoft Word?





Education

Education: **University of Maryland** College Park, MD United States
Bachelor's Degree 05/2013
GPA: 4.0 of a maximum 4.0
Credits Earned: 120 Semester hours
Major: Accounting **Honors:** Summa Cum Laude
Relevant Coursework, Licenses and Certifications:
Auditing Theory and Practice
Government Accounting
Accounting I
Accounting II
Managerial Accounting
Accounting Systems
Taxation of Individuals
Ethics and Professionalism in Accounting



References

Resume Builder

References

All fields are required unless otherwise noted

Name	Phone
<input type="text"/>	<input type="text"/>
Employer <i>Optional</i>	Email
<input type="text"/>	<input type="text"/>
Title <i>Optional</i>	Reference Type
<input type="text"/>	<input checked="" type="radio"/> Professional <input type="radio"/> Personal



Other Qualifications

Resume Builder

Resume Name *Required*

JA-2013-17-RG

[Edit](#)

Job Related Training

Add Job Related Training

Language Skills

Add Language

Organizations/Affiliations

Add Affiliation

Professional Publications

Add Publication

Additional Information

Add Information

Previous

Finish



Cover Letter

- Highlights experience
- Allows compelling language
- Optional



Additional Tips

- Write in plain language
- Show specialized experience
- Avoid acronyms
- Use spelling and grammar checks
- Have someone review
- Apply early as some JOAs limit the number of applications accepted



Summary

- Review the entire JOA
 - Understand the requirements
 - Assess your skills
 - Select in/Select out
- Pay close attention to the instructions
- Separate important information
- Tailor your résumé



Questions
Email: Outreach@opm.gov