

JENNIFER D. WILSON

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Social Security Number:	xxx-yy-zzzz
Citizenship:	United States
Federal Status:	N/A
Veterans Status:	N/A

OBJECTIVE:

Vacancy Ann. No.:

03-008

Position:

Pretrial Services Officer, CL 25 – CL 28

SUMMARY OF SKILLS:

- **Project coordination experience** on Community Policing Project with the Hillsborough County Sheriff's Office. Completed specialized survey to identify and select law enforcement officers who demonstrate "service oriented" aptitudes. Gave community presentations and interviewed interested parties.
- **Juvenile Case Worker** by managing a caseload of 20 juvenile offenders. Supervised juveniles; counseled, monitored activities, assessed risk and maintained communication with juveniles, family and agency representatives.
- Skilled in organizing and presenting information, writing both technical and non-technical reports.
- Skilled in research, writing, analysis, data compilation and analysis of statistical and non-statistical data.

Computer Skills

- Microsoft Word, Power Point, Excel
 - Statistical report presentation, using Excel, Access and SPSS
-

EDUCATION:

The University of Chicago, Chicago, IL, June 2004
B.A. Major: Economics; Minor: English
GPA: 3.8

Relevant Coursework:

- Macro and Micro Economics
- Economic Theory and Application

Federal Government Accounting Samples Resume

Anne McKinney



Federal Government Accounting Samples Resume:

Real Resumix & Other Resumes for Federal Government Jobs Anne McKinney, 2003 This book is designed to help people who seek their first federal government job as well as federal employees who want to advance in the system The process of getting a government job often involves preparing complex applications or specialized resumes which include the resumix One complication of the federal hiring process is that the resume used for federal employment is not the same as the resume used to obtain civilian employment This book shows examples of effective federal resumes and resumix that have worked for real people The book doesn't simply tell how to write the resumix or federal resume it actually shows how to write effective federal resumes in sample after sample related to multiple fields This book will do a great deal to make the federal hiring process understandable as it illuminates one of the most complex features of getting a government job writing the federal resume or resumix In addition to the federal resume application for federal employment can be made by preparing the Optional Form 612 OF 612 This book also contains examples of the 612 application [Government Job Applications & Federal Resumes](#) Anne McKinney, 2001 Federal resumes KSAs forms 171 and 612 and postal applications **How to Write the Perfect Federal Job Résumé & Résumé Cover Letter** Melanie Williamson, 2011 Accompanying CD ROM contains sample resumes and cover letters and several PDFs from USAJOBS gov [The Damn Good Resume Guide, Fifth Edition](#) Yana Parker, Beth Brown, 2012-05-22 One of the best selling resume books of all time and a trusted resource for job seekers for nearly three decades this edition of The Damn Good Resume Guide has been completely revised and updated for today's marketplace The Shortest Distance Between You and Your Next Job For hundreds of thousands of job seekers The Damn Good Resume Guide has been the go to resource for writing and refining their resumes to damn near perfection Filled with savvy advice and written in a straightforward user friendly style The Damn Good Resume Guide will help you zero in on that dream job then craft a winning resume that gets your foot in the door This tried and true best seller has been fully revised and updated for today's job market including Contemporary sample resumes all of which landed interviews with job objectives running the career gamut from line cook to sales manager school principal to software engineer Tips on creating a functional chronological or hybrid resume and advice on choosing which format is best for you What to include and what to leave out of your resume so you get the job you really want Smart ways to deal with gaps in your work history and other less than ideal resume scenarios Instructions for writing cover emails and submitting resumes electronically How to set up and excel at an informational interview Advice for formatting polishing and proofing your resume so that it stands out in the right way And much more Follow Parker and Brown's ten easy steps and you'll be well on your way to a smart effective and thoroughly modern resume a resume that makes you look good and produces results [Unbeatable Resumes](#) Tony Beshara, 2011-06-16 This helpful resource shows job seekers of all types how to present themselves in the best possible light and land the best possible position Unlike most resume experts Tony Beshara doesn't merely write resumes As a veteran

placement specialist who's been featured regularly on the Dr Phil show Tony uses resumes to get people jobs Now in this dynamic book he's drawing on expertise gained from placing more than 8 500 professions to help you create a powerful resume that stands out from other applications Unbeatable Resumes takes you step by step through the resume creation process including tips on how to utilize keywords effectively use gaps in employment and job changes to your advantage and enhance your resume with a concise dynamic cover letter You'll also discover how to ensure your resume gets read by the right people what employers look for on applications and what turns them off how to customize a resume for a particular job and the true value and detriment of digital tools including video resumes job search websites and social networking sites like Facebook and LinkedIn With detailed examples and discussions on the assets and pitfalls of real life resumes submitted for jobs in a wide range of industries Unbeatable Resumes will take your job hunt skills to the next level **Best Resumes for**

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Resumes For Dummies Joyce Lain Kennedy,2007-02-26 Is your job search stalling out after you submit a resume but before you're offered an interview With reinvented recruiting technology unmanageable millions of resumes choking employer databases and government mandates in the name of diversity a gigantic change has occurred in the recruiting world over the past several years and it demands a fresh look at how you write and market your resumes Whether you're entering the job market for the first time changing jobs or changing careers Resumes for Dummies 5th Edition will show you the ropes and rules for a new era in recruiting and job finding With 85% new content added since the previous edition this up to date guide gives you the very latest strategies on how to create and more importantly distribute your resume in today's new job search environment You'll learn Why most generic online resumes fail How to customize resumes for each job opening New quick ways to find the right jobs How to use meta search engines to your advantage Why both digital and print

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