

How to Apply For Federal Jobs Workshop offered by JCEP

One of the more popular workshops JCEP provides for participants is “How to Apply for Federal Jobs”. Carlo Jimenez, with the Department of Homeland Security, led the workshop at the Houston Armory. Katherine Maxey (Area Commander), also with the Department of Homeland Security, provided the training at the workshop offered at the Sandage Armory.



During the training Maxey shared the importance of having a strong resume that reflects an individual’s experience. She explained the process of developing a 30 second commercial at the beginning of one’s resume to capture the employer’s attention. In the same way, Maxey explained the

importance of using key words to enhance an individual’s abilities and skills within the resume. She stated, “If the job description uses a key word, make sure your resume reflects those same key words. Explain what you did on the job and utilize the verbs from the job description within the details.”

Although KSAs (Knowledge, Skills, and Abilities) are being filtered out of the requirements of many of the Federal Job postings, some entities such as the CIA still require documentation addressing them. Maxey provided handouts that specifically addressed what KSAs should look like and how to incorporate them into a resume.

Ultimately, the focus on the training was on, “Why Hire Veterans?” Maxey explained that Veterans provide a “ready supply” of needed experience. She went on to explain, “besides the discipline and work ethic that military service instills, transitioning Veterans have technical skills in areas of critical importance: computers, communications, security, information gathering, and medical technology.” Maxey also pointed out, “Many already hold security clearances, which are required for some Federal positions.”

In the end, those who attended the workshop walked away with valuable information about the benefits of applying for Federal Jobs. Each participant agreed that the process is not as difficult as they thought, but the application process does take time and a great resume.