

# Government Job Search

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## **Steps for a Successful Job Search:**

### **Self-assessment**

- . Interests: What do you like to do?
- . Skills: What do you do well? What can you offer to an employer?
- . Values: What is important to you?
- . Preferences: What do you want your job to “look like”?

### **Three types of skills you have to offer**

- . Area of study skills—skills you have learned because of your major and degree. For example: accounting, engineering, social work, teaching
- . Transferable skills— skills that are acquired through one’s quest in higher education. Transferable skills are needed in all career fields, such as written and verbal communication, critical thinking, problem solving, analytical ability
- . Personal characteristics—for example, leadership, reliability, enthusiasm, flexibility

### **State a clear objective of what you want to do**

- . Don’t necessarily need to give a position or position title
- . Employers are looking for a candidate whose career goals match employer needs
- . A clear objective equals a well-written resume and cover letter
- . You will enjoy your work more if you get a position matching your goals, interests, and skills

### **Define your criteria**

- . What do you need in a position for it to be satisfying? For example: room to grow with company, fit with co-workers, pay, size of city, distance from home, opportunity to go back to school, etc.

### **Research the organizations in which you are interested**

- . Spend 2-3 weeks gathering useful information before applying for jobs
- . Know the salary range of jobs you are interested in
- . Research using websites and printed material
- . Talk to people who are employed in government organizations

### **Create resume and cover letters that grab attention of employers**

- . Based on your resume, would YOU hire you?

### **Develop effective interviewing skills**

- . Practice makes perfect! Schedule a mock interview with a career counselor

### **Set goals and time commitments**

- . Finding a job is a full time job. Set weekly goals for working on your job search

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## Employment Sites of Various Federal Government Agencies

### FEDERAL AGENCIES

**U.S. Office of Personnel Management**— Federal Government's Human Resource Agency  
Vacancies are listed at <http://www.usajobs.opm.gov>  
478-757-3000

**Federal Bureau of Investigation (FBI)** <http://www.fbi.gov/>

The FBI is a field-oriented organization that provides program direction and support services to field offices, satellite offices, and foreign liaison posts. Openings include special agent positions, non-paid and paid internships, professional support positions (e.g., computer specialist, linguist, laboratory technologist, accounting professional, and many more). Contact: Zina Bryant

Milwaukee Field Office <http://milwaukee.fbi.gov/employment.htm>

Chicago Division <http://chicago.fbi.gov/employ.htm>

### **Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF)**

#### **U.S. Department of Justice**

ATF is a law enforcement organization within the U.S. Department of Treasury that is committed to reducing violent crime, collecting revenue, and protecting the public. ATF also enforces the regulations and laws relating to alcohol, tobacco, firearms, explosives, and arson and supports as well as assists local, state, federal, and international law enforcement. Contact: Sylvia Smuszkiewicz

Various positions and internships are posted at <http://www.atf.gov/jobs/index.htm>

### **Office of Inspector General**

The Inspector General's mission is "to conduct independent and objective audits, investigations, and inspections; prevent and detect waste, fraud, and abuse; promote economy, effectiveness, and efficiency; review pending legislation and regulation; and keep the agency head and Congress fully and currently informed."

Positions in auditing can be viewed at <http://www.ignet.gov/jobs.html>

### **Defense Contract Management Agency (DCMA)**

DCMA negotiates, administers, and oversees the thousands of contracts that deliver hundreds of billions of dollars in products, services, weapons systems and materials. The Armed Forces count on DCMA to deliver the supplies and services they need to keep them safe and effective. The citizens also count on DCMA to get the best value for their tax dollars.

Positions are available in Quality Assurance (Software Specialist), Management and Program Analysis, Computers, Engineering, Safety and Occupational Health, and Industrial Property Management.  
Contact: John Michalski

Positions are listed at <http://www.dcma.mil/careers.htm>

DCMA also offers the Keystone Program, which is a selective 2.5-3 year career development program designed to prepare college graduates and others for management roles at DCMA. To apply, please visit [http://www.dcmc.hq.dla.mil/dcmc\\_b/jobcenter.htm](http://www.dcmc.hq.dla.mil/dcmc_b/jobcenter.htm)

## **Department of Homeland Security (DHS)**

Department components include Border and Transportation Security, Emergency Preparedness and Response, Information Analysis and Infrastructure Protection, Science and Technology Management, Coast Guard, Secret Service, Citizenship and Immigration Services, and Inspector General.

In 2003, the DHS had over 30,000 job openings in various fields. Application deadline is October 15. Applications are accepted until October 31 or when the positions are filled. Part of the application process is an online test, medical and drug exam, background check, and oral interview. Job vacancies are posted on the following websites:

<http://www.customs.gov/>

<http://www.dhs.gov>

<http://www.usajobs.opm.gov/homeland.asp>

## **U.S. Secret Service**

<http://www.ustreas.gov/uss/index.shtml>

Chicago Field Office  
300 S. Riverside Plaza  
Chicago, IL 60606.  
312-353-5431

The Secret Service hired 700 special agents between 2000 and 2003. In addition, other types of positions are also available, especially for applicants with a law or MBA degree or language skills. Salaries begin at \$40,000 and quickly move into the \$60's. The Secret Service also offers non-paid internships. Those with a serious interest should call the office above.

## **Social Security Administration**

"Forward thinking. Radical approaches. Surpassing the standard." That is the mission of the Social Security Administration, which is one of the world's most successful social insurance programs. 90% of the US population is covered through Social Security, and it has kept millions of elderly and individuals safe from poverty.

Contact: Joyce Brooks Brown

Phone: 410-965-2962

Email: [joyce.brown@ssa.gov](mailto:joyce.brown@ssa.gov)

OR

Margaret Rawls

Phone: 410-965-2439

Email: [margaret.rawls@ssa.gov](mailto:margaret.rawls@ssa.gov)

The Chicago Regional Office covers six states with 234 offices. In 2003, Social Security Administration (SSA) hired 300 candidates of any major. Applications should be filed only in response to a specific vacancy. Resume is required for OF-612 application for federal employment.

SSA offers some special programs which allow the applicant to circumvent the general application procedure. Two such programs are the Outstanding Scholars Program and the Federal Career Intern Program. For information on these programs and whom to contact, please visit

[http://www.ssa.gov/chicago/jobs\\_howtoapply.htm](http://www.ssa.gov/chicago/jobs_howtoapply.htm)

Current job openings in the Social Security Administration can be found on the internet:  
<http://www.ssa.gov/careers>

Also visit the Chicago Regional Jobs Website:  
<http://www.ssa.gov/chicago/jobs.htm>

### **AmeriCorps**

<http://www.americorps.org>

AmeriCorps provides national service programs through nonprofits, public service, and faith-based organizations to millions of Americans each year. Some of the activities include: tutoring and mentoring of youth, teaching computer skills, building affordable housing, cleaning of parks and streams, running after school programs, and helping communities respond to disasters. Whatever your interests, there's an AmeriCorps program that needs your courage, skills, and dedication.

Contact: Alice Choi

Requirements: At least 17 years of age

### **US Army**

<http://www.army.mil/>

People, vision, and transformation consists of the Army's vision. The Army inspires soldiers to have the strength, the confidence, and the will to fight and win anywhere at anytime.

Contact: First Sgt. Bratt

### **Additional Government Jobs Websites:**

<http://www.fedworld.gov/> Fedworld Homepage

<http://federaljobs.net/index.htm> Federal Jobs Net

<http://www.govtjobs.com/> Government Jobs

<http://jobsearch.about.com/> U.S. Government Job Fairs

<http://jobsearch.usajobs.opm.gov/> USAJOBS

<http://www.dol.gov/21cw/> U.S. Department of Labor

<http://www.vault.com> Government and Non Profit Career and Job Information Vault

<http://www.ourpublicservices.org/> Partnership in Public Service: Red, White, and Blue Jobs

<http://www.careersingovernment.com/> Careers in Government