



Public Health

GRADUATE CAREER SERVICES

FEDERAL JOB SEARCH GUIDE

- Visit usajobs.gov
- Explore Hiring Paths
 - If your current status or background fits one of these categories you may be eligible to apply for specific positions.



- **Pathways Programs for Students and Recent Graduates include:**
 - **Internships:** Opportunities for currently enrolled students with the option for conversion to full-time/permanent/contract employment within 120 days of completion.
 - **Recent Graduate Programs:** One year program for recent graduates up to two years post-graduation which includes training, development, and mentorship Eligibility extends to two years post-graduation. Participants are eligible for non-competitive conversion to full-time, permanent employee after successful completion of program.
 - **Presidential Management Fellows (PMF):** Applications open once yearly for following year start date for a two-year rotational appointment within various federal agencies. Participants are eligible for immediate, non-competitive conversion to full-time job within government after completion.

- o **Public Health Apprentice Program (PHAP):** two-year, paid training program with the CDC in which participants are assigned to work with public health agencies across the U.S. Applications open once yearly for a following year start date.
 - o **Additional Public Health Search Terms include:**
 - Public Health Advisor: Series 0685
 - Health Insurance Specialist: Series 0107
 - Management and Program Analyst: Series 0343
 - Health Science Policy Analyst: Series 0601
 - Public Affairs Specialist: Series 1035
 - Health System Administration: Series 0670
 - Health System Specialist: Series 0671
 - Public Health Educator: Series 1725
- **Create a USA Jobs Profile:** This account will allow you search for positions, submit applications and track your applications' progress
 - o **Use the resume builder template:** This will guide you through the resume-writing process to ensure you include all pertinent information.
 - o **Make your resume searchable:** An HR specialist will be able to find and contact you about opportunities
 - o **Upload a resume in a word document:** Tailor all information specifically to the job description with as much detail as possible
 - o **Federal Resume Tips:**
 - 3-4 pages in an acceptable length for a federal resume
 - Don't include your full social security number. Use only the last four digits.
 - Include an objective section that details the Announcement Number, Title and Grade at the top of your resume, underneath your personal information
 - Choose a simple font that will be easy to read such as Times New Roman, Calibri, or Ariel. Your font size should be between 10-12 pt. for the body or text of the resume, however you may choose to make your headings such as your name and resume subject headings larger and using caps and bold to make them stand out.
 - Be consistent with your font style, punctuation and headings throughout your resume
 - Margins on a resume should be between .5 and 1.0 inches
 - Avoid graphic elements such as colors, photos, lines and borders
- **Stay up to Date on Opportunities:** Job Opportunity Announcements are typically only open until the close date specified on the announcement or when the position reaches a certain number of applicants. This can lead to very short application window.
 - o **Save your search criteria:** It takes time to put in the right filters, series numbers, and General Schedule preference. Saving each your criteria will make future searches easier.
 - o **Search alerts:** Get new postings emailed to you

Additional Resources

- <https://gogovernment.org/>
- <https://gogovernment.org/pay-and-the-general-schedule-gs/>
- <https://www.usa.gov/government-jobs>

Sample Federal Resume

Caroline Harper

1234 Epi Ave NW, Washington, DC 20002
 EMAIL: charper@email.com • PHONE: (202) 123-4567
 Social Security Number: xxx-xx-1234
 Citizenship: United States Citizen
 Veterans Preference: N/A

OBJECTIVE Announcement Number: RO-1510438-12
 Grade: GS-0501-07

EDUCATION

The George Washington University, Milken Institute School of Public Health, Washington, DC

Master of Public Health, Concentration in Health Policy, May 2019 GPA: 3.9
Relevant Coursework: Healthcare Finance, Policy & Delivery; Health Policy & Health Systems; Principles of Epidemiology; Methods in Health Services Research

Georgetown University, Washington, DC

Bachelor of Science in Philosophy and Neuroscience, May 2016 GPA: 3.5
Honors: Dean's List Fall 2014, Spring 2015

University of St. Andrews, Scotland, United Kingdom

Study Abroad Program in Global Health, January 2015 – August 2015
 GPA: 4.0

RELEVANT EXPERIENCE

The Wilson Center, Latin America Program Global Health Intern, August 2018 – Present

1300 Pennsylvania Ave, NW, Washington, DC 20004
 20 hours/week, Salary: unpaid internship
 Supervisor: Jane Grey, (202) 555-5555, may contact.

Support researchers and project managers in the Latin America Program by providing research and administrative assistance on projects focused on economic issues in Latin America.

RESEARCH

- Review and proofread at least 2 scholarly articles a week and provide feedback and edits
- Research Spanish language open media sources and translate relevant political economy articles into English for use in weekly blog posts

- Write literature reviews on current peer-reviewed articles focused on comparative political economy in Central American countries

ADMINISTRATIVE & COMMUNICATION

- Enter data into Excel spreadsheet; cross-reference entries and compare to previous data sets
- Write and post content on the Program's website and twitter feed daily; respond to comments and inquiries for more information generated from posts
- Organize the logistics for invitations, RSVPs, and attendees for three conferences with over 100 attendees at each conference
- Communicate with attendee support vendors on details for conferences

The Center for Economic Research, George Washington University

Research Assistant in Poverty, Development, & Globalization, August 2014 – May 2015

2115 G Street NW, Washington, DC 20052

10 hours/week, Salary: \$12/hour

Supervisor: Dr. Asha Lyon, (202) 222-2222, may contact

Supported three researchers on three unique projects on behavioral health in Latin America, the Caribbean, and South Asia.

RESEARCH

- Researched and wrote comprehensive literature reviews of over 20 pages each for each of the three projects; Literature reviews for the Latin America and Caribbean projects included material in both French and Spanish
- Edited over 50 pages of content for grammar and cross referenced with bibliography

ADMINISTRATIVE

- Typed up notes and organized into topical categories with references
- Managed time effectively to work on and complete three concurrent projects

RTI International, Behavioral Health Research Division

Intern, May 2014 – August 2014

30 hours/week, Salary: unpaid internship

3040 East Cornwallis Road, Research Triangle Park, NC 27709

Supervisor: Jessica Sweden, (919) 111-1111, may contact

Monitoring and evaluation position directly supporting development researchers and program developers working on economic development in Latin America and the Caribbean.

RESEARCH

- Researched open media materials as well as scholarly articles on current state of economic development in Haiti and the Dominican Republic; Reported findings weekly to research team
- Analyzed data sets in Excel, transferred and analyzed in SPSS, summarized comparisons weekly to look for anomalies data projections versus actual outcomes
- Analyzed documents on behavioral health trends in Central America in Spanish and synthesized and translated key points into English

ADMINISTRATIVE & COMMUNICATION

- Organized and created filing system for research files by topic to support research team
- Managed time effectively to work on and complete up to four concurrent project assignments

ADDITIONAL EXPERIENCE

The George Washington University Center for Career Services

Public Health Ambassador, January 2013 – Present

800 21st Street NW, Washington, DC 20052

10 hours/week, Salary: \$10.50/hour

Supervisor: Natalie Smoker, (202) 999-9999, may contact

Provided peer-to-peer career advice and support for The George Washington University's main career services center.

CUSTOMER SERVICE

- Greeted students and alumni in the Career Resource Room, and either directed them to resources or advised them on resumes and cover letters in one-on-one 15 minute sessions
- Welcomed students and alumni to programming, managed sign-in process, and directed them to appropriate materials for programs and workshops

ADMINISTRATIVE

- Edited and reviewed online resume and cover letter submissions for grammar, content, and format; Provided comments and suggestions for improvement
- Maintained accurate record of drop-in appointments and online resume and cover letter critiques in the career center's main database

The US Peace Corps, Human Resources Office

Student Assistant, August 2012 – May 2013

1111 20th Street NW, Washington, DC 20526

20 hours/week, Salary: \$11/hour

Supervisor: Robert Sheen, (202) 444-4444, may contact

Supported the human resources office in a variety of administrative tasks

CUSTOMER SERVICE

- Answered phones and emails and either answered inquiries with detailed explanations, or forwarded the inquiry to the appropriate office; Maintained detailed call log
- Greeted in-office visitors and directed them to meeting spaces or re-routed them to appropriate offices

ADMINISTRATIVE

- Wrote and edited memos, emails, and internal and external correspondence ensuring proper grammar, spelling, and format of materials
- Updated and edited database of returned Peace Corps Volunteers; Cross-referenced data with other US Peace Corps departments

VOLUNTEER EXPERIENCE

The American Red Cross

Volunteer: Community Outreach, June 2014 – Present

2025 E Street NW, Washington, DC 20006

- Communicate Red Cross information with community members, organizations, and partners through tabling events and meeting directly with community members

The American Red Cross

Volunteer: Administrative Support, July 2010 - April 2012

100 North Peartree Lane, Raleigh, NC 27612

- Provide support to main Raleigh, NC American Red Cross Office by greeting and directing visitors, answering phones, and assisting in office administration including data entry, filings, mailings, and preparing event materials.

LEADERSHIP ACTIVITIES

Chi Sigma Iota, Georgetown University

Program Chair, August 2015 – Present

- Coordinate and collaborate on three career development programs a year for honors society, including organization, implementation, and logistics management.

Chi Sigma Iota, The George Washington University

Member, August 2014 – Present

- Participate in honors society events and meetings; Support organization in recruitment for new members

SKILLS

Languages: Spanish – Advanced (Spoken, Written, Read)

French – Advanced (Written, Read)

Moderate (Spoken)

Technical: Excel – Advanced Proficiency

SPSS – Working Proficiency

Microsoft Word, PowerPoint, and Access – Advanced Proficiency