

Are You at a Fork in the Road?

# TRANSITIONING YOUR FEDERAL RESUME TO PRIVATE INDUSTRY

**A Step-by-Step Guide**

**Kathryn Troutman, Author**

**Resume Place®**

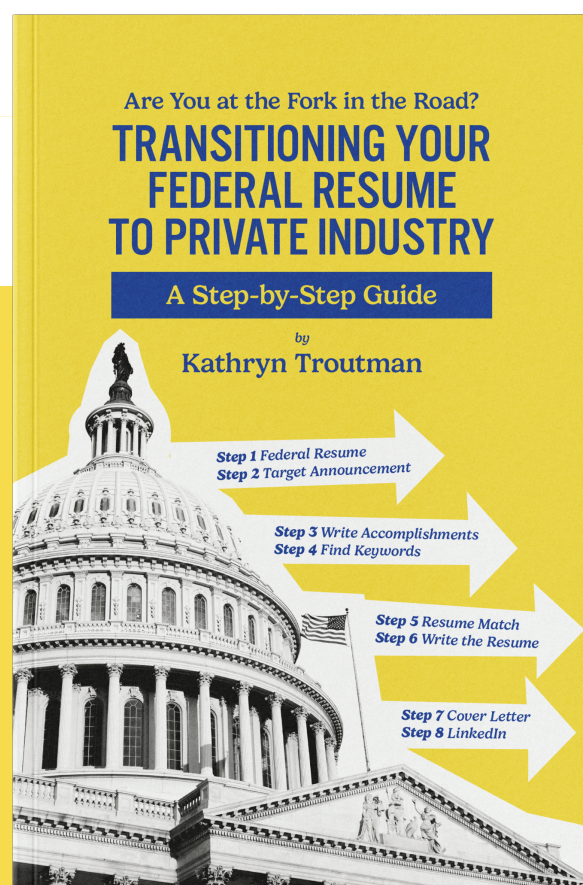
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## Marketing Points

- Employees leaving or thinking about leaving federal careers face the challenging task of translating their government experience to match the language and expectations of private sector employers.
- 75,000 Federal employees accepted the Fork in the Road Memo for Deferred Resignation by OPM and President Trump to leave government and accept salary until Sept. 30, 2025.
- As of February 2025, some 30,000 Federal employees have been fired by DOGE and President Trump—DEI-tasks employees, USAID employees, workers at many other agencies. There are more to come.
- It can be daunting to cull and condense a detailed five- or 6-page resume for content tailored to win over private employers. This book walks resume writers through a logical, step-by-step process.
- All these former Federal employees will be seeking information on how to convert their often lengthy Federal resumes into compact, concise private industry resumes.
- Associations, libraries, non-profits, State employment / workforce offices will need references to help out-of-work Federal employees with employment resources



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### Book Description

This is the first book of its kind, demonstrating 8 steps to convert a 5-page Federal resume into a 2-page private industry resume. The 8 steps are:

1. Find your Federal Resume and update
2. Find a sample job announcement
3. Write accomplishments to get inspired
4. Find important keywords
5. Match your skills and abilities to your target job
6. Write the 2-Page Resume
7. Write your Cover Letter
8. Update your LinkedIn

The next section of the book reviews 5 case studies of Federal employees. Each case study includes a 5-page Federal resume, a target private sector recruitment ad, a list of AI-generated keywords, a targeted 2-page resume, a cover letter, and LinkedIn language.

This book gives the Federal employee techniques and formats to derive a two-page resume from the long format the federal government has used for the last 40 years, adapting to the language and expectations of private-sector employers. A must-have tool for any Federal employee transitioning to a private, non-profit, academic, or government contracting career space.

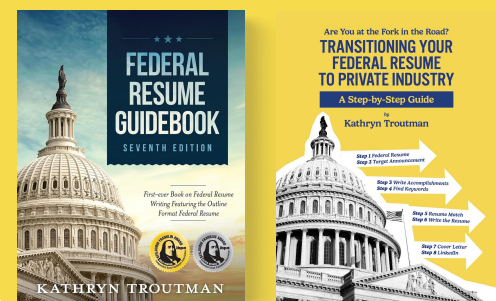
**Kathryn Troutman, author of the Federal Resume Guidebook®**, 7th, the ultimate guide for Federal resumes, now takes that knowledge to convert this format into a successful 2-page version with keywords, accomplishments, and formats proven to land interviews and launch new careers.

**Step 1 Federal Resume**  
**Step 2 Target Announcement**

**Step 3 Write Accomplishments**  
**Step 4 Find Important Keywords**

**Step 5 Resume Match**  
**Step 6 Write the Resume**

**Step 7 Cover Letter**  
**Step 8 LinkedIn**



From Award-winning, Best-Selling Federal Resume Writing Guidebook to first-ever transition book teaching Federal employees how to edit, reformat, focusing on the MOST important accomplishments, duties, missions, skills for a two or three-page resume for private industry, corporate, government contracting, or municipal job. **Kathryn Troutman, Author Publisher**, both books.