

Transitioning Your Federal Resume to Private Industry: Are You at the Fork of the Road?

Kathryn Troutman



Kathryn Troutman's latest guide, "Transitioning Your Federal Resume to Private Industry: Are You at the Fork of the Road?," arrives at a crucial time for many federal employees contemplating a shift to the private sector. This book serves as an indispensable resource, expertly bridging the gap between the often-complex federal resume format and the concise, results-driven expectations of private industry hiring managers.

One of the book's most significant strengths is its **practical, eight-step methodology**. Troutman meticulously breaks down the daunting task of converting a typically lengthy federal resume into a streamlined, impactful two-page private industry document.

Learn What is Important for a Two-Page Private Industry Resume:

- **SUMMARY** - See samples of career summaries
- **ACCOMPLISHMENTS** - Learn how to shorten and feature them in the resume
- **WORK HISTORY** - Learn how to write your job duties in a targeted active-voice style
- **TECHNICAL SKILLS** - Write your technical skills clearly for the recruiter review
- **EDUCATION AND CERTIFICATION** - If required for your position, feature this experience on Page One

A standout feature is the **forward-thinking integration of artificial intelligence tools**, such as ChatGPT and Microsoft Copilot. Troutman demonstrates how these technologies can be leveraged to efficiently extract crucial keywords from job descriptions, a vital step in optimizing resumes for Applicant

Tracking Systems (ATS) and human reviewers alike. This modern approach ensures that job seekers are equipped with contemporary strategies for today's competitive market.

The book truly shines through its **seven comprehensive case studies**. These real-world illustrations offer invaluable insights and practical templates for readers to adapt to their own situations.

Each example provides:

- A "before and after" snapshot, showcasing an original federal resume
- Target private industry job announcement
- AI keyword analysis
- The transformed two-page private industry resume
- Tailored one-page cover letter
- Updated LinkedIn profile summary and competencies

Kathryn Troutman's reputation as the "Federal Resume Guru" is well-earned, and her expertise permeates every page. With over 30 years of experience in federal resume writing and career coaching, she possesses a deep understanding of both federal and private sector hiring landscapes. Her ability to demystify the transition process and empower job seekers with actionable advice is evident throughout the book.

"Transitioning Your Federal Resume to Private Industry" is an essential read for any federal employee considering or actively pursuing a career in the private sector. It is equally valuable for resume writers and career coaches who assist clients in navigating this specific career transition.

In conclusion, this book is a timely, thorough, and highly practical guide. Troutman's methodical approach, combined with her embrace of modern tools and extensive experience, makes "Transitioning Your Federal Resume to Private Industry" a must-have for anyone at the "fork in the road" of their federal career. It provides the clarity and tools needed to confidently step into the private sector.

Transitioning Your Federal Resume to Private Industry, \$29.95, **9781733777933**, Kathryn Troutman. Available wherever books are sold. Distributed by Cardinal Publishers Group and available through all library wholesalers, including: Ingram Book Company and Baker & Taylor. Available wherever books are sold!

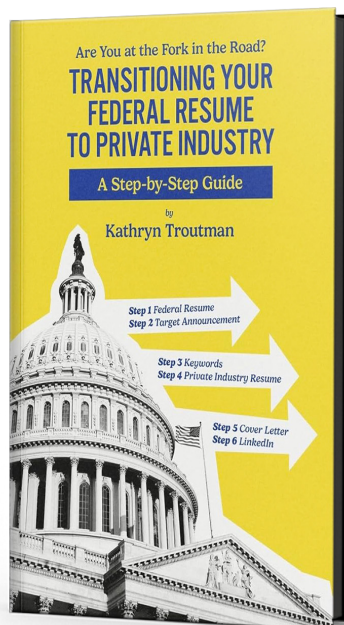
Kathryn Troutman's Other Publications:

Federal Resume Guidebook, 7th Edition, **9781733407601**

The Stars are Lined UP For Military Spouses, 3rd Edition, **9781733777902**

Jobseeker's Guide, Ten Steps to a Federal Job®, 9th Edition, **089173340763**

ALA 2025 Book Signing & Giveaway
at Table 1652 on Saturday, June 28th, at 2pm



REVIEW  SPOTLIGHT

Printed Word Reviews