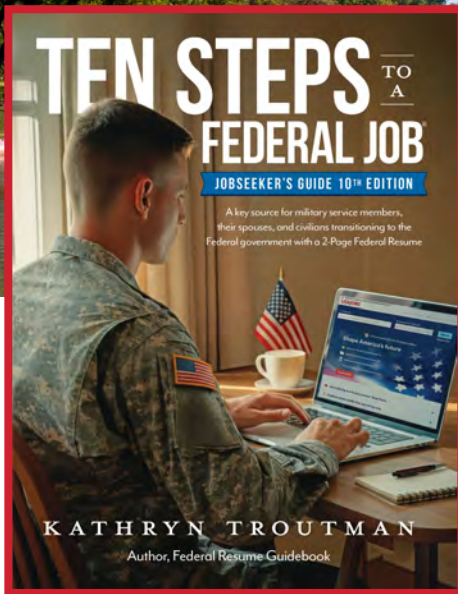


AVAILABLE TO SHIP JANUARY 15, 2026

# TEN STEPS TO A FEDERAL JOB®

JOBSEEKER'S GUIDE 10<sup>TH</sup> EDITION

HOW TO LAND GOVERNMENT JOBS  
FOR MILITARY AND SPOUSES



KATHRYN TROUTMAN, AUTHOR  
RESUME PLACE, INC., PUBLISHER / [WWW.RESUME-PLACE.COM](http://WWW.RESUME-PLACE.COM)

ISBN: 978-1-7337779-5-7

Format: Perfect Bind

Trim: 8 ½ x 11

Pages: 151

Photos: 50 two-color Charts & Samples

Price: \$21.95

Publication Date: 1/15/2026

Category: Business/Careers; Reference; Non-Fiction Military

## Book Description

Introducing the 2-Page Federal Resume with AI Keywords and Accomplishments. The Jobseeker's Guide is the Number One and ONLY Federal Job Search resource used at more than 150 military bases worldwide. The curriculum is licensed to employment readiness specialists, recruiters, transition specialists to teach Ten Steps to a Federal Job® to service members, active-duty military spouses, veterans and civilian employees in government agencies. The 2-Page Federal resume is required by OPM as of May 29, 2025. The Ten Steps to a Federal Job® formula works. The step-by-step system helps the first-time Federal Job Applicant navigate USAJOBS and the new shorter 2-Page Federal Resume Format.

## Author Bio

**Kathryn K. Troutman** wrote the first-ever book on Federal Resume Writing in 1996 when the Government posted USAJOBS! Kathryn has kept up with Civil Service Hiring and developed the best possible formats for USAJOBS and the current Federal Hiring Practices. Kathryn has created a train-the-trainer program to teach all of her Federal Resume Writing lessons to employment and career counselors worldwide with the government, military and university career and transition centers. Kathryn Troutman has written more than 30 books on Federal Resume Writing for Federal Employees, Transitioning Military, Military Spouses, Senior Executives, Recent Graduates. Resume Place was founded in 1971 and is now the leading Government Contractor Career Training Small Woman-Owned Business for Federal Resume and SES ECQ Writing in Government.

## Bulk Book Rates:

Single book: \$21.95

50 to 149 print books: \$18.00 each

150 to 250 print books: \$16.00 each

## Shipping:

Within the US: \$35 per box (25 books per box)

HI, AK, APO: \$85 per box

Japan, South Korea: \$110 per box

## Marketing Points:

- [www.resume-place.com](http://www.resume-place.com) (author's website)
- First-ever book for service members and military for the new, required 2-Page Federal Resume.
- The 2-Page Federal Resume and the 2-Page Private Industry Resume are similar. This book is a DOUBLE. The format will work for both job markets.
- Ten Steps to a Federal Job® curriculum has been taught since 2002 at military bases worldwide. The text with samples is in demand.
- 7 successful 2-Page Federal resumes with AI keywords and accomplishments.

Resume Place, Inc., Publisher and Distributor, Baltimore, MD, USA  
Bulk Order inquiries and quotes: [Nicole Becker, nbecker@resume-place.com](mailto:nbecker@resume-place.com)