GREEN LIGHT WORKSHEET

How to know if it is worth your time to write a federal resume for this job.

# JOB TITLE AND AGENCY

JOB TITLE:

AGENCY:

LINK:

# CORE COMPETENCIES:

*Core competencies are the knowledge, skills and abilities you will need to qualify for this job. Look for the bulleted list of three to five items in the* ***How You Will Be Evaluated*** *section.*

* *A*
* *B*
* *C*
* *D*
* *E*

# Duties:

*Duties are what you will do on the job. This is not a measure of CAN you do the job. It is the measure of whether you have ALREADY DONE a job like it before and want to do more of the same.*

# ASSESSMENT

*In the* ***How to Apply*** *section, you will find a link to the practice assessment. You will be asked to rate the amount of experience you have for each item. Always pick expert even if you are not expert or no one will ever see your resume. Capture each of the assessment questions on this worksheet. REMEMBER: These items are listed in order of importance.*