



From Federal to Civilian: Resumes & Job Search Strategies

Inter-Agency Career Week, Day 4, Session 7
19 June 2025

Supporting you in the Zoom Q&A



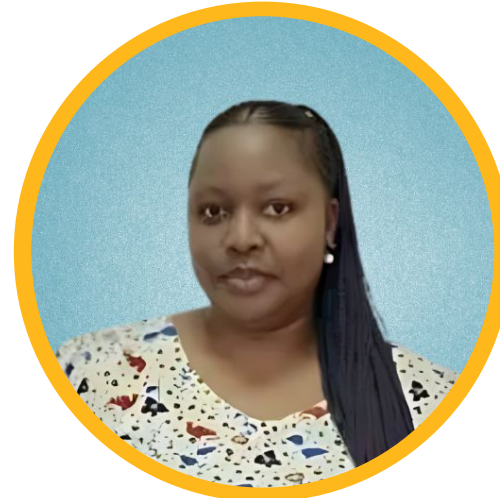
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Today's Speaker

Lisa Andrews, PhD, CCC, CMCS

Director, Integrated Career Development
Georgetown University School of Continuing Studies

- Award-winning career coach with 30 years of experience in career services
- Expertise spans higher education and non-profit sectors
- Founder of Look Forward Career Coaching, a private career coaching practice
- Holds Certified Career Counselor (CCC) and Certified Master of Career Services (CMCS) credentials from the National Career Development Association
- Recognized for advancing career development practices and empowering diverse professionals



House Keeping Rules

- You are muted by default. The chat function is disabled.
- If you have any questions, please submit them through Zoom Q&A button.
- The session will be recorded. The recording and presentation will be available on: Inter-Agency Career Week webpage



Due to the large number of participants in this session, we might not be able to respond to all of your questions.

Thank you for your understanding.

Learning Objectives

- Converting a federal resume into a streamlined civilian format that aligns with current hiring practices and successfully navigates Applicant Tracking Systems (ATS)
- Targeted strategies for searching for civilian roles that match your skill set and career goals.

19 Tips to Convert Your Federal Resume to an ATS-friendly one



Tip #1

Customize your “future-forward” resume with key titles and keywords for the position you are applying to



Tip #2

Remove all images, graphics, logos, or pictures, as they may not be readable by the ATS



Tip #3

Use a font no smaller than 10 point and Arial or Times New Roman are recommended for the ATS resume



Tip #4

Don't hide keywords in white text and try to cheat the system, as they come out black on the other end



Tip #5

Remove irrelevant or old (greater than 10 years) positions from your resume



Tip #6

Beware of special characters - no arrows or checkmarks;
solid black bullets work for most ATS systems



Tip #7

Avoid any kind of shading, font colors other than black, tables, lines that cross the entire page or separate sections, fancy borders, and section breaks on the ATS resume.

Beware of special characters - no arrows or checkmarks; solid black bullets work for most ATS systems



Tip #8

Check for spelling errors - the ATS may miss keywords that are misspelled



Tip #9

Place your contact information at the top and don't use a header (or footer); make sure you include your customized LinkedIn URL



Tip #10

Add the dates of your employment after your employer, city, state at the far right of the page using XX/XX - XX/XX with month and year and a slash in between



Tip #11

Write your resume in a Word document, and save it as a readable PDF by going to the “print” tab and “save as PDF” and it will be a readable PDF for ease of uploading to electronic applications



Tip #12

Do not upload your resume multiple times - this may hurt rather than help and raise red flags



Tip #13

Mirror the language in the job description on your ATS resume to showcase your expertise; use the niche terminology without being too “buzzy”



Tip #14

Only use typical resume sections and use the LinkedIn sections as your guideline



Tip #15

Quantify your accomplishments and achievements in bullet points in your work experience rather than stating your responsibilities - almost any job can be quantified



Tip #16

Use jargon and buzzwords from your targeted industry (use job descriptions as a guide) so the ATS tools that index and crawl submissions pick up these key phrases and terms and forward your resume on to the next step in the process



Tip #17

Use keyword and text analyzers with your job description so you have a helping hand with technology and data-driven decision making



Tip #18

Develop two resumes: one deconstructed for ATS; one that can be used for in-person interactions and can utilized a more graphical format



Tip #19

Include your social media handles on your resume to show you are current and relevant with your technology skills

**Targeted strategies for
searching for civilian roles
that match your skill set and
career goals**

Know what you want:

What problems do you want to solve for the world?

What questions do you want to answer for the world?

Then:

Who is solving those problems and answering those questions?

Research job titles in your designated vertical

Identify the key players in your field: professional organizations or associations

Search LinkedIn or use alumni associations to find databases of alumni in your field

Maximize AI in your job search



UN Inter- Agency Career Week 2025 Agenda

16 - 20 June



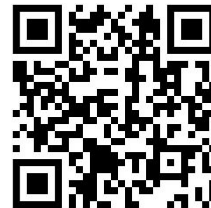
	Monday, 16 June	Tuesday, 17 June	Wednesday 18 June	Thursday 19 June	Friday, 20 June
03:00-04:00 (New York) 09:00-10:00 (Europe) 11:00-12:00 (Nairobi) 15:00-16:00 (Bangkok)	Pres (E) - Embracing Your Career Journey in a VUCA World - Unlocking the Power of Learning Agility	Pres (E) - Your career is more than your next job	PD (E) - Career Conversations with colleagues on Inter-Agency mobility	Pres (E) - Skills for the Future of Work	Pres (E) - NextGEN Talent Acquisition: Insights from Recruiters
04:30-05:30 (New York) 10:30-11:30 (Europe) 12:30-13:30 (Nairobi) 16:30-17:30 (Bangkok)	Pres (E) - Charting your Blue Ocean: Identifying Emerging Opportunities and In-Demand Roles	PD (F) - Conversation de Carrière (Parcours Leadership)	Pres (E) - Navigating Inter-agency moves: key questions to consider	PD (F) - Conversations de carrière avec des collègues sur la mobilité inter-agences	Pres (E) - Demystifying Job Searching in the UN System
06:00-07:00 (New York) 12:00-13:00 (Europe) 14:00-15:00 (Nairobi) 18:00-19:00 (Bangkok)	Clinic (F) - Optimisez votre PHP : Clés pour une Candidature Réussie	Clinic (F) - Entretien basé sur les compétences pour les candidats	Clinic (F) - Réseautage Stratégique : Créer des liens, créer des chances	Pres (E) - Your application and the process	PD (E) - Recruitment for Global Impact: Insights from Non-Governmental Organizations
07:30-08:30 (New York) 13:30-14:30 (Europe) 15:30-16:30 (Nairobi) 19:30-20:30 (Bangkok)	Clinic (E) - Successfully crafting your Personal History Profile / P11	Clinic (E) - CBI for applicants	Clinic (E) - Demystifying Networking for Career growth	Clinic (E) - Career Pivot into the Private Sector	PD (E) - How Volunteering Shapes Future Careers
09:00-10:00 (New York) 15:00-16:00 (Europe) 17:00-18:00 (Nairobi) 21:00-22:00 (Bangkok)	Keynote Speakers (E) - Pursuing your Success : Skills for Career Development	Keynote Speakers (E) - Unlocking Career Potential: The Power of Continuous Learning and Training	Keynote Speakers (E) - A holistic approach to career development	Keynote Speakers (E) - Onto the Balcony: Leadership Insights from a Personal Journey	Keynote Speakers (E) - Keynote Address by David Bearfield (UNDP)
10:30-11:30 (New York) 16:30-17:30 (Europe) 18:30-19:30 (Nairobi) 22:30-23:30 (Bangkok)	Pres (E) - Your Personal Journey	PD (E) - The Leadership Equation: Integrity, Innovation, and Impact	PD (E) - Getting into the international professional category - Moving to a different UN Organization	PD (E) - Career Conversations with colleagues on Interns and Fellows	Pres (E) - Creating Your Personal Learning Strategy
12:00-13:00 (New York) 18:00-19:00 (Europe) 20:00-21:00 (Nairobi) 00:00-01:00 (Bangkok)	Pres (S) - El CV como herramienta de impacto	Pres (E) - Branding from the Inside Out: Authenticity and EQ in Action	Clinic (S) - Desmitificando el Networking para el Crecimiento Profesional	Pres (E) - From Federal to Civilian: Resumes & Job Search Strategies	Clinic (S) - CBI para solicitantes
13:30-14:30 (New York) 19:30-20:30 (Europe) 21:30-22:30 (Nairobi) 01:30-02:30 (Bangkok)	Pres (E) - A Mind-Blowing Tour of AI Tools to Accelerate Your Career	PD (S) - Voces de Impacto: Liderazgo que Transforma	Pres (E) - Resilience and Adaptability in times of change: "Bending without breaking"	PD (E) - Navigating and supporting the careers of women in the UN system	Pres (E) - CV writing - transforming tasks into achievements
15:00-16:00 (New York) 21:00-22:00 (Europe) 22:00-22:00 (Nairobi) 02:00-03:00 (Bangkok)	Pres (S) - Entrevistas de trabajo eficaces en el sistema de las Naciones Unidas	Pres (E) - Effective Interviewing Skills in the UN	Pres (S) - Cómo completar un perfil para solicitar un puesto de manera efectiva	Pres (E) - Step Into your Future: How to set big goals and unlock your potential as a leader	Pres (E) - Reset and Recharge: Reconnecting with what grounds us



THANK YOU! MERCI ! ¡GRACIAS!

The presentation, recording and other resources will be shared on our dedicated Inter-Agency Career Week Page.

Please fill out the **Evaluation Survey**. Your feedback matters to us!



If you have any questions, please reach out to the Career Development and Transition team at IOM at cdt@iom.int directly to Lisa at Lisa.Andrews@georgetown.edu
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