

# Chris Foster

## Film Writer

### Federal resume writer specializing in government applications

Experienced writer with 10+ years of crafting federal resumes aligned with government standards, including USAJOBS requirements.

## KEY SKILLS

- Document formatting
- Federal job application standards
- KSA writing (knowledge, skills, and abilities)
- Security clearance processes
- USAJOBS compliance

## EDUCATION

Master of Arts in Public Policy

Georgetown University,  
Washington, D.C.  
May 2012

## PROFESSIONAL EXPERIENCE

### Federal Resume Specialist | GovCareer Services, Washington, D.C.

March 2015 – Present

- Assisted 200+ clients in securing federal employment, achieving a 70% success rate
- Tailored KSAs to align with agency-specific needs
- Provided one-on-one coaching to refine federal resumes and improve USAJOBS application success

### Career Coach | Federal Pathways, Alexandria, VA

June 2012 – February 2015

- Conducted workshops on navigating the federal hiring process
- Advised job seekers on interview techniques and security clearance requirements
- Developed training materials to help applicants craft competitive federal resumes