

Virginia Works, the Commonwealth's workforce development agency, is committed to helping every Virginian navigate career transitions and find their next "best job." **Your skills are transferrable, your experience is valuable, and with over 295,000 open jobs across Virginia, you have options.** The resources below can help you navigate each step of your journey.

## APPLYING FOR UNEMPLOYMENT BENEFITS



Virginia Works' partner agency, the Virginia Employment Commission, has a variety of tools to make it easier to apply for unemployment insurance. To learn about unemployment resources for former federal workers, [visit this page](#). Before you begin, review the [benefits eligibility](#) requirements and step-by-step application video on VEC's website at [www.vec.virginia.gov](http://www.vec.virginia.gov). Have your driver's license or government-issued ID handy. For assistance, you may also call VEC's Customer Contact Center at 1-866-832-2363.

## FINDING YOUR NEXT JOB

Virginia Works provides access to a suite of tools and resources to support every jobseeker's career navigation and job search needs.

### • IN PERSON

You can receive free job search support, resume and cover letter review, and interview prep – as well as accessing training support and other educational opportunities for those who qualify – by visiting any of dozens of locally-administered **Virginia Career Works** center across the Commonwealth open daily. You can find the location closest to you by visiting [www.careeronestop.org/LocalHelp/AmericanJobCenters/find-american-job-centers.aspx](http://www.careeronestop.org/LocalHelp/AmericanJobCenters/find-american-job-centers.aspx)

### • ONLINE

The Job Seekers' Toolkit at <https://www.virginiaworks.gov/job-seekers/> includes a wealth of labor market information, interview tips and tricks, a career resource guide, upcoming job fairs across the Commonwealth, and access to the **Virginia Workforce Connection**, an online tool that allows you to search for open jobs near you and complete a skills assessment. It will also allow you to register for upcoming virtual events to engage with employers directly.



[www.virginiaworks.gov](http://www.virginiaworks.gov)

Virginia Works, the Commonwealth's workforce development agency, is committed to helping every Virginian navigate career transitions and find their next "best job." **Your skills are transferrable, your experience is valuable, and with over 295,000 open jobs across Virginia, you have options.** The resources below can help you navigate each step of your journey.

---

## RESUME WRITING TIPS & TRICKS

It's important to update your resume to properly translate your detailed government job duties and accomplishments into concise, action-oriented statements that highlight relevant skills and achievements, using common industry terminology, and generally shortening the length to fit a standard 1-2 page resume format while still emphasizing key qualifications for the desired civilian role. You will also want to avoid overly technical government jargon and acronyms.

### Key points to consider when revising your resume from Federal employment:

- **Simplify Language:** Replace government-specific terms with their civilian equivalents. For example, "program manager" instead of "project officer," "stakeholder engagement" instead of "interagency coordination."
- **Focus on Results:** Quantify your achievements with numbers and percentages to demonstrate the impact of your work.
- **Tailor to Each Job:** Customize your resume for each civilian position by highlighting the most relevant skills and experiences listed in the job description.
- **Condense Details:** While federal resumes often require extensive detail, civilian resumes can be more concise, focusing on key accomplishments and responsibilities.
- **Remove Unnecessary Information:** Eliminate details like agency-specific acronyms, occupational series numbers, and overly technical jargon that may not be familiar to private sector hiring managers.

### Example of translating federal government experience to non-government terms:

- **Federal Role:** "Managed a team of analysts responsible for developing and implementing budget proposals for a large federal agency."
- **The "Transferrable Skill":** "Led a team of financial analysts in crafting and executing strategic budget plans, resulting in \$X million in cost savings."

### Areas to highlight on a resume focused for the private sector or non-government employment:

- **Technical Skills:** Specific software proficiency, data analysis skills, project management tools.
- **Leadership Experience:** Managing teams, supervising staff, delegating tasks.
- **Problem-Solving Abilities:** Identifying issues, developing solutions, implementing improvements.
- **Communication Skills:** Effective written and verbal communication, stakeholder engagement.

### Things to keep in mind:

- **Review Job Descriptions Carefully:** Analyze each job posting to identify the key skills and qualifications they are seeking.
- **Use a Standard Resume Format:** Select a chronological or functional format depending on your career goals.
- **Proofread Thoroughly:** Ensure your resume is free from errors and presents a professional image.