** GOVERNMENT JOBS TIP SHEET **

**STATE OF TEXAS**

Website for State of Texas Application: Texas Workforce Commission: <https://twc.texas.gov/jobseekers/state-texas-application-employment>

Attend TWC workshops on filling out the application.

Tip sheet from TWC: <https://twc.texas.gov/files/jobseekers/instructions-completing-texas-application-employment-twc.pdf>

**Friends of JSN State Contacts:**

Greg Harris – Budget Manager, TCEQ, greg.harris@TCEQ.texas.gov

Greg is a former JSN job seeker and will give you advice on the filling out the state application which also applies to ALL State of Texas jobs. Watch [his video](https://youtu.be/Q3Wgjs88sSg) and read the TWC tip sheet before contacting him.

Check out the powerpoint presentation Greg shares in his video: <https://www.jsnatx.org/wp-content/uploads/2020/09/Greg-Harris-state-app-ppt.pptx>

TCEQ jobs: <https://www.tceq.texas.gov/jobs/jobs.html>

Melanie Jaworski – Health and Human Services, melanie.jaworski0118@gmail.com

Myles Wallace – Peak Performers, Agency working with contract and direct hire positions at the state, Apply directly to [Peak Performers](https://www.peakperformers.org/) and someone will contact you.

**CITY OF AUSTIN**

Website for access to job postings, information and tips on the application:

<https://www.austincityjobs.org/>

**Key tips from JSN alumni**

* Application for city is more uniform across departments than the state.
* Follow these key points to increase your chances of getting a screening interview: Answer all questions completely, make no grammar mistakes, put in the Key Words that match your experience and the job posting, and meet the qualifications.
* Can be friendly to more experienced candidates.
* You are allowed to submit a resume, but attaching a resume does not substitute for completing the application form.
* You can earn a real pension within a shorter time, access to benefits, compressed work schedule, work from home, even mass transit bus pass for commuting)

**Friends of JSN City Contacts:**

* Diane Kerlin– Austin Energy Recruiter, **Diane.kerlin@austinenergy.com** **Work: 512-322-6366**

**Cell 512-698-9262. You can text Diane about Austin Energy jobs.**

* Bill Stauber – Austin Water william.stauber@austintexas.gov
* Nancy Rumbo, Austin Water HR Supervisor, [Nancy.Rumbo@austintexas.gov](http://Nancy.Rumbo@austintexas.gov)

**FEDERAL JOBS**

Official site for Federal Jobs: <https://www.usajobs.gov/>

**General Tips for Federal Jobs:**

* It’s not uncommon for federal resumes to be very lengthy, even 4-5 pages long.
* Include all your relevant experience, including volunteer work.
* Match key words in the positions to your relevant experiences.