

KAITLIN KILLINGSWORTH

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Availability: June 1, 2026

Job Type: Permanent, Work Schedule: Full-Time

Desired locations: United States

Announcement Number: 25-TNM-12794761-MS

OBJECTIVE

Seeking an entry-level position at the United States Attorney's Office as an Administrative Assistant where I can utilize my strong organizational, communication, and problem-solving skills to support the management team and achieve departmental goals.

WORK EXPERIENCE

People for the Ethical Treatment of Animals – Norfolk, VA, U.S.

Client Service Representative – August 2024 - January 2025 - Hours per week: 40

People for the Ethical Treatment of Animals (PETA) is the largest animal liberation organization in the world, and PETA entities have more than 10.4 million members and supporters globally.

DUTIES AND RESPONSIBILITIES:

- Aided with the day-to-day operations of the mobile clinic program.
- Performed surgery check-ins and prepared daily reports in accordance with program procedures.
- Entered medical records into Clinic HQ.
- Provided support at the clinic, including patient discharge duties.
- Conducted follow-up calls within 24 post-surgeries.

Dog and Cat Hospital – Norfolk, VA, U.S.

Veterinary Assistant – January 2024 – August 2024 – Hours per week: 40

At Dog & Cat Hospital, we provide top-quality veterinary care, urgent pet care, and pet boarding to pets in our community.

DUTIES AND RESPONSIBILITIES:

- Assisted DVMS and credentialed veterinary technicians with appointments, prepping patients for surgery and minor procedures, surgical assisting, and proactively set up for any procedures or diagnostic tests.
- Obtained accurate vitals, obtained medical histories, and noted any changes of patient's condition to DVM.
- Maintained all medical equipment including laboratory machines, surgical packs, anesthesia machines, and any other essential tools to daily operations.
- Restrained animals in a safe, efficient and caring manner.
- Provided high quality client communication on patient updates and questions.

San Diego Humane Society and SPCA – San Diego, CA, U.S.

Admissions Counselor – May 2022 - December 2023 - Hours per week: 40

Create a more humane world by inspiring compassion, providing hope and advancing the welfare of animals and people.

DUTIES AND RESPONSIBILITIES:

- Assisted members of the public in the admittance of their pet or stray animal through proper interviewing techniques and completion of necessary paperwork.
- Accurately and reliably entered notes in the organization's electronic record keeping system.
- Consulted with various departments to ensure appropriate pathways for incoming animals.
- Ensured a high-quality experience for every client through exceptional service, including de-escalating guest concerns.
- Collaborated with other Animal Care team members and Management to assure the highest of standards in day-to-day shelter operations.

Fleet Readiness Center Mid-Atlantic (FRCMA) – Virginia Beach, VA, US

Aircraft Sheetmetal Mechanic 3806-WT-05 – December 2019 - April 2022 - Hours per week: 40

FRCMA is the industrial leader in the region. It features Intermediate and Depot level support, and its workforce is comprised of nearly 2,500 military, civil service and contract personnel who take great pride in their contributions to fleet readiness and the defense of our country.

DUTIES AND RESPONSIBILITIES:

- Interpreted blueprints, technical manuals, and other instructions.
- Inspected damaged aircraft structures to determine the most effective repair method.
- Performed structural modifications to aircraft based on engineering updates.
- Precisely drilled, fitted, and riveted new and repaired parts during assembly and installation.
- Inspected completed work to ensure it met quality and safety specifications.

VOLUNTEER WORK

San Diego Comic-Con – San Diego, CA, US – comic-con.org/cc/

Daily Volunteer – July 2022 - July 2023

The San Diego Comic Convention (Comic-Con International) is a California Nonprofit Public Benefit Corporation organized for charitable purposes and dedicated to creating the general public's awareness of and appreciation for comics and related popular art forms, including participation in and support of public presentations, conventions, exhibits, museums and other public outreach activities which celebrate the historic and ongoing contribution of comics to art and culture.

DUTIES AND RESPONSIBILITIES:

- Assisted Comic-Con attendees with badge related issues, directing them to the help desk for further support.
- Distributed complimentary Comic-Con merchandise including bags, lanyards, and collectable pins.
- Ensured the safety of guests and maintained orderly lines by guiding the crowd with clear instructions and signage.
- Answered attendee's questions about locations, schedules, and general convention information.
- Provided general assistance in the Artist Alley and on the main exhibit floor.

EDUCATION

- Old Dominion University - Norfolk, VA US
Bachelor's of Science Degree Expected Graduation 05/2026
Major: Professional Writing
GPA: 4.0
- Tidewater Community College - Portsmouth, VA US
Associate's of Science Degree 05/2014
Major: Social Sciences
GPA: 3.5

MEMO

TO: Professor Julia Romberger
FROM: Katie Killingsworth, ENGL 436W
DATE: September 23rd, 2025
SUBJECT: Federal Resume Project Memo

Professor Romberger,

My process for writing my federal resume started with brainstorming what professional skills I could highlight that were relevant to the job advertisement. USAjobs.gov includes resume writing guidelines which were a useful tool in the final editing process of writing my federal resume. The review of the document we completed together as a team was insightful and helped me reflect on what details were most important. My classmates showed me exactly where I demonstrated ethos, pathos, and logos and where I needed to revise. I used rhetorical skills I've learned in class so far to draft and edit my resume for final submission.

The first reflective class assignment regarding writing processes really put into perspective where I needed to focus most of my time when writing my federal resume. I realized in past projects I tended to spend too much time on editing rather than researching. Using this reflection, I tried to avoid spending an unnecessary amount of time editing and more time gathering artifacts for my project.

I also reviewed the sample federal resumes we looked at in class to use for reference when writing my own. I kept the first sample where the author wrote step-by-step guidance for writing a federal resume on-hand during my drafting process. After reading feedback from my classmates, I was unsure of my resume's format, so I referred to the USAjobs.gov guidelines for reference. The sample KSAs were particularly helpful for writing that section of the federal resume project. I applied the SAR (Situation, Action, Result) method when writing my KSAs.

Some of the challenges I faced by writing my federal resume and KSAs, were writing in active versus passive voice and keeping my sentences clear and concise. I still tend to write too much. Please see the appendix of this memo for the job description I used to direct my resume to my audience.

Kindly,

Katie Killingsworth

ENGL 436

Appendix

Link to Job Posting: <https://milspouse.usajobs.gov/job/845363500>

Administrative Assistant (OA)

Department of Justice

Executive Office for U.S. Attorneys and the Office of the U.S. Attorneys

Middle District of Tennessee, Administrative Division

Overview

Accepting applications

Open & closing dates

09/10/2025 to 09/23/2025

Salary

\$49,960 to - \$64,952 per year

Pay scale & grade

GS 7

Location

1 vacancy in the following location:

Nashville, TN

Remote job

No

Telework eligible

No

Travel Required

Occasional travel - You may be expected to travel for this position.

Relocation expenses reimbursed

No

Appointment type

Permanent

Work schedule

Full-time

Service

Competitive

Promotion potential

None

Job family (Series)

- [0303 Miscellaneous Clerk And Assistant](#)

Supervisory status

No

Security clearance

[Other](#)

Drug test

Yes

Position sensitivity and risk

[Critical-Sensitive \(CS\)/High Risk](#)

Trust determination process

- [Suitability/Fitness](#)

Financial disclosure

[No](#)

Bargaining unit status

[No](#)

Announcement number

25-TNM-12794761-MS

Control number**Summary**

For more information on the Department of Justice and the United States Attorneys' Offices, visit <http://www.justice.gov/usao/>.

As needed, additional positions may be filled using this announcement.

This position is also being announced to All U.S. Citizens and Nationals under **25-TNM-12794762-DE**.

This job is open to

Federal employees - Competitive service

Current federal employees whose agencies follow the U.S. Office of Personnel Management's hiring rules and pay scales.

Career transition (CTAP, ICTAP, RPL)

Federal employees whose job, agency or department was eliminated and are eligible for priority over other applicants.

Land and base management

Current or former employees of a base management agency.

Veterans

Veterans of the U.S. Armed Forces or a spouse, widow, widower or parent of a veteran, who may be eligible for derived preference

Military spouses

Military spouses of active duty service members or whose spouse is 100 percent disabled or died on active duty.

Individuals with disabilities

Individuals who are eligible under Schedule A.

Family of overseas employees

Family members of a federal employee or uniformed service member who is or was, working overseas.

Peace Corps & AmeriCorps Vista

Individuals who have served at least 2 years with the Peace Corps or 1 year with AmeriCorps VISTA.

Special authorities

Individuals eligible under a special authority not listed in another hiring path.

Clarification from the agency

Well-qualified surplus/displaced Federal employees (CTAP/ICTAP) in the local area and current/former Federal employees in permanent competitive service positions (status candidates). VEOA eligibles and those eligible for non-competitive appointment under special hiring authority, e.g., Individuals with Disabilities, Military Spouses, former Overseas employees, VISTA/Peace Corps, some Land Management employees, and certain veterans, e.g., VRA, 30% Disabled. see link in "How to Apply".

Duties

If selected for this position, you will serve as an Administrative Assistant (OA) with the United States Attorney's Office, Middle District of Tennessee with the primary responsibility of information receptionist.

Duties will include, but are not limited to:

- Serves as the primary receptionist for the office.

- Screens calls and visitors and provides information concerning the office's programs and directs to appropriate staff member or agency.
- Screens, sorts, and distributes all incoming and outgoing material to include mail and deliveries.
- Prepares travel authorizations to ensure proper allowances for travelers.
- Maintains travel reimbursement files to ensure they contain supporting documentation.
- Arranges travel and reservations for district employees.
- Arranges foreign travel and ensures activities are in accordance with governing policies, regulations, and procedures.
- Serves as a backup timekeeper.

Responsibilities will increase and assignments will become more complex as your training and experience progress.

Requirements

[Help](#)

Conditions of employment

- You must be a U.S. Citizen or National.
- Initial appointment is conditioned upon a satisfactory pre-employment adjudication. This includes fingerprint, credit and tax checks, and drug testing. Continued employment is subject to a favorable adjudication of a background investigation.
- You must be registered for Selective Service, if applicable.
- If selected, you may be required to complete a one year probationary period.
- Time-in-Grade: Federal employees must meet time-in-grade requirements within 30 days after the closing date of this announcement.
- You must meet all qualification and eligibility requirements within 30 days after the closing date of this announcement and before placement in the position.

Qualifications

GS-7: To qualify for this position, you must possess at least one year of specialized experience, equivalent to the Federal GS-6 level or higher, that has equipped you with the necessary knowledge, skills, and abilities to successfully perform the duties of this position.

Specialize Experience: For the position, specialized experience is defined as performing a variety of administrative support services in support of a business or program office to include assisting reviewing incoming and outgoing correspondence and other administrative documents, applying policy to program areas, performing receptionist duties such as answer phones, and assisting visitors or maintain an electronic or hard copy file system. You must type at least 40 words per minute.

To be qualified, you must type at least 40 words per minute based on a 5 minute sample with three or

fewer errors. (A typing test may later be required.)

Interagency Career Transition Assistance Plan (ICTAP)- The ICTAP provides eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority if: 1) this vacancy is within your ICTAP eligibility; 2) you apply under the instructions in the announcement; and 3) you are found well-qualified for this vacancy. To be well-qualified, you must satisfy all qualification requirements for the vacant position and receive a score of 85 or better on established ranking criteria. You must provide proof of eligibility to receive selection priority. Such proof may include a copy of your written notification of ICTAP eligibility or a copy of your separation personnel action form. Additional information about ICTAP eligibility is at: <http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>.

Career Transition Assistance Plan (CTAP)-The CTAP provides eligible surplus and displaced competitive service employees in the Department of Justice with selection priority over other candidates for competitive service vacancies. If your Department of Justice component has notified you in writing that you are a surplus or displaced employee eligible for CTAP consideration, you may receive selection priority if: 1) this vacancy is within your CTAP eligibility, 2) you apply under the instructions in this announcement, and 3) you are found well-qualified for this vacancy. To be well qualified, you must satisfy all qualification requirements for the vacant position and receive a score of 85 or better on established ranking criteria. You must provide a copy of your written notification of CTAP eligibility with your application. Additional information about CTAP eligibility is at <http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>.

Veterans Employment Opportunity Act (VEOA) -VEOA allows eligible veterans to apply and compete for positions announced under merit promotion procedures when the hiring agency is recruiting from outside its own workforce. To be eligible for a VEOA appointment, a veteran must be honorably separated and either a preference eligible or have substantially completed three (3) or more years of continuous active military service. If you are applying for a Merit Promotion announcement and wish to be considered under VEOA, you must submit a copy of the Member Copy 4 of your DD-214, in addition to any other required documents listed on this announcement.

Special Employment Consideration - Persons with disabilities, veterans with a compensable service-connected disability of 30% or more, certain other veterans, spouses of certain members of the armed forces, and returning Peace Corps volunteers are examples of individuals who are potentially eligible for non-competitive appointments. For further information, click on the links provided below . You must specify in your online questionnaire under what authority you wish to be considered and submit appropriate documentation to verify your eligibility.

Noncompetitive Appointment Authorities Links:

<https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/#url=Types-of-Appointments>

Education

Additional information

Payment of relocation expenses will not be authorized.

The Department of Justice offers a comprehensive benefits package that includes, in part, paid vacation; sick leave; holidays; telework; life insurance; health benefits; and participation in the Federal Employees Retirement System.

Selective Service: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See <http://www.sss.gov/>.

Reasonable Accommodation Statement: Federal Agencies must provide reasonable accommodation to applicants with disabilities, where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

EEO Statement: The United States government does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factor.

Political Appointees (Current or Former): The Office of Personnel Management (OPM) must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information to the HR Office. Failure to disclose this information could result in disciplinary action including removal from Federal Service.

Hide additional information

Candidates should be committed to improving the efficiency of the Federal government, passionate about the ideals of our American republic, and committed to upholding the rule of law and the United States Constitution.

Benefits

How you will be evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Your complete application package (resume/supporting documentation, online questionnaire, and USA Hire Competency Based Assessment) will be used to determine whether you meet the job qualifications listed on this announcement. If you are basically qualified for this job, your resume and supporting documentation will be compared to your responses on the online questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. If you are found to be among the top candidates, you will be referred to the selecting official for employment consideration.

You will be rated on the following Competencies (see The [OPM Website](#) for definitions): Accountability, Attention to Detail, Customer Service, Decision Making, Flexibility, Integrity/Honesty, Interpersonal Skills, Learning, Reading Comprehension, Reasoning, Self-Management, Stress Tolerance, and

Teamwork

To be considered for this position, you must complete all required steps in the process. In addition to the application and application questionnaire, this position requires an online assessment. The online assessment measures critical general competencies required to perform the job.

Overstating your qualifications and/or experience in your application materials or application questionnaire may result in your removal from consideration. Cheating on the online assessment may also result in your removal from consideration.

Required Documents

[Help](#)

To apply for this position, you must provide a complete Application Package, which includes:

-Required: Your **responses to the Online Occupational Questionnaire** (This is completed automatically during the apply online process).

-Required: Your **resume** showing relevant experience and dates (month/day/year) of employment and work schedule for each (e.g., part-time XX hours per week or full-time). *Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience. (cover letter optional)*

-Required if you are a current or former Federal employee: a recent copy of an SF-50, Notification of Personnel Action, showing title, series, grade, and full performance level (FPL); AND a copy of your most recent performance appraisal. Please note your SF-50 must include your FPL in the remark section (e.g., appointment, reassignment, promotion actions), pay adjustments and awards do not include this information so they are not acceptable.

-Required, if applicable: CTAP/ICTAP documentation (a copy of a separation notice or other proof of eligibility for priority selection; a copy of an SF-50, Notification of Personnel Action, showing current position, grade, promotion potential, and duty location; AND a copy of your most recent performance appraisal.

- Required, if applicable: VEOA documentation In order to verify your Veterans' Preference entitlement, **please submit a copy of the Member Copy 4 of your DD-214 (Certificate of Release or Discharge from Active Duty)**; or if you are a current Active Duty member you must submit a certification on appropriate military branch letterhead that indicates: 1) your service dates, 2) expected discharge or release date from active duty with a release/discharge date no later than 120 days from the closing date of this announcement, and 3) the character of service (e.g., Honorable).

-If you are requesting a reasonable accommodation to the USA Hire Competency Based Assessments, you must submit documentation to support your request, including the Reasonable Accommodation Request Form found

at: https://help.usastaffing.gov/Apply/index.php?title=Reasonable_Accommodations_for_USA_Hire

Current or Former Political Appointees: The Office of Personnel Management (OPM) must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee in the Executive Branch, you must disclose this information to the Human Resources Office by providing a copy of your applicable SF-50, along with a statement that provides the following information regarding your most recent political appointment:

- Position title;
- Type of appointment (Schedule A, Schedule C, Non-career SES, or Presidential Appointee);
- Agency; and
- Beginning and ending dates of appointment.