**Job Analysis**

Following are the Job-announcements which are suitable for me, and there is an analysis for the jobs:

<https://www.usajobs.gov/GetJob/ViewDetails/450753000/>

This job is for the people having Bachelor’s degree in finance or equivalent experience. The job is of a financial analyst in Federal Reserve System located in Washington DC. This position is in Reserve Bank Operations and Payment Systems. This job requires strong analytical skills, very good oral and written communication skills, vast knowledge in the application of advanced process and accounting policy research skills. The applicant must be a good team member who can work with other team members. CPA is preferred. The applicants must meet qualification requirement by closing date. The applicant will be evaluated by experience and interview.

<https://www.usajobs.gov/GetJob/ViewDetails/438827400/>

The qualification required to apply for this job is Bachelor’s degree in finance. The job is of Auditor in Federal Reserve System. Work scheduled is full time. The location is Washington DC. This job requires knowledge and skills to evaluate compliance with laws and regulations, operational efficiency of systems and activities, outstanding oral and written communication skills, good interpersonal skills and should have ability to work well in a team. This job also requires some occasional travels to conduct FRB business. Candidate will be evaluated by experience and interview. It requires resume and college transcript. Starting salary will be commensurate to experience.

<https://www.usajobs.gov/GetJob/ViewDetails/451432700/>

The job is of a project manager in U.S Marine Corps in Quantico, VA. This job requires strong understanding of accounting principles must know the use of Microsoft Office, Microsoft Project and Share Point, should have experience at working both independently and in a team oriented environment, applicant can perform shifting priorities and demands through analytical and problem solving capabilities, applicant should be flexible during time changes, applicant should have the ability to bring project successful completion through political sensitivity, ability to perform tasks effectively in high pressure and time sensitive environment. The resume will be used to select the candidate.

**About Me**

I have exceptional skills in problem solving, organizing and planning, team building, financial planning, cash management, negotiate and leadership. I can work in both independently and in a team oriented environments. I have worked in a leading telecommunication firm as an intern. I have the capacity to communicate effectively. I recently worked in atelecommunication firm and enhanced my skills in problem solving, communication and SWOT analysis. Now I keen to work on my skills to do better in future. [Pete Kistler (2008)]

**RFRENCES**

Pete Kisler (2008). How to write a bio- Tips for building your personal brand. (WEB) Retrieved from:

http://blog.brandyourself.com/how-tos/tips-for-building-your-personal-brand-how-to-write-a-personal-biography/