

# **FEDERAL RESUME GUIDE**

**Instructions:** Please read this guide before submitting your resume and be sure that you include all necessary information for each section. It is imperative that you provide a complete federal resume to be considered for a position.

## **SUMMARY STATEMENT**

Provide three to five brief statements highlighting your most important and relevant skills. This serves as a roadmap for the rest of your resume.

## **PROFESSIONAL SKILLS**

List skills related to your education, those acquired throughout your career, and any personal skills that you want to highlight. Ensure these skills are related to the positions applying for.

Include, if applicable:

- Foreign language skills with the skill level (novice, intermediate, or advanced) in reading and/or writing
- Technology skills

## **PROFESSIONAL WORK EXPERIENCE**

List your full-time, professional work history. Start with your most current and work backward. The following **MUST** be included:

- Position & title
- Name of organization and location (city/state)
- Start & end date (MM/YYYY)
- Salary (per hour/month/year) (Optional)
- Hours per week, Full-time or part-time
- Supervisor (or HR rep who can verify employment) – name and phone number
- Brief description of duties, and identify your major roles, responsibilities and accomplishments.
  - These should be directly related the job description.

### **Major Accomplishment Examples (Bullet Format)**

- Developed and implemented a program in conflict resolution that reduced school violence by 20%
- Designed marketing brochures which improved brand awareness and increased sales by 10%
- Worked with 100 clients to increase their awareness of stressors, by suggesting solution-focused methods that aided them in managing their life, resulted in 10% decrease in stress-related visits
- Researched and determined status of 1,000 uncashed checks and created system to help track future unclaimed obligations, resulting in the initial savings of \$140,000 annually

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## **PROFESSIONAL WORK EXPERIENCE continued..**

List any other work experience including part-time, internships, seasonal positions, and/or temporary employment. Start with your most current and work backward. All work experience should be included in Professional Work Experience section, not a separate section. The following **MUST** be included:

- Position & title
- Name of organization and location (city/state)
- Start & end date (MM/YYYY)
- Salary (per hour/month/year) (Optional)
- Part-time / internship / seasonal / temporary
- Supervisor (or HR rep who can verify employment) – name and phone number
- Brief description of duties, and identify your major roles, responsibilities and accomplishments
  - Ensure all major accomplishments are related to the job applying for

## **EDUCATION**

Start with your highest-level degree and work backward. The following **MUST** be included:

- Type of degree and major (major optional)
- College or university and city/state
- Date of graduation (month/year)
- GPA (optional)
- Honors or awards, if any (optional)

## **CERTIFICATIONS/ACHIEVEMENTS**

List any certification or licenses you currently hold. Ensure they are relevant to the job applying for. The following **MUST** be included:

- Name of the certification
- Organization that granted it and location (city/state)
- Date(s) the certification is in effect (month /year)

## **Awards**

- List any awards that are related to the position applying for
- If they aren't well known, provide a brief description of the award

## **TRAINING**

List any formal training including accreditations. The following **MUST** be included:

- Name of the training and location (city/state)
- The sponsored organization
- Start & end date (month/year)
- Number of hours

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## **VOLUNTEER EXPERIENCE / COMMUNITY SERVICE**

List any volunteer work and/or community service that may showcase any additional skills that you have acquired apart from your professional career. Start with your most current and work backward. The following **MUST** be included:

- Name of organization and location (city/state)
- Start & end date (MM/YYYY)
- Brief description of duties, and identify your major roles, responsibilities, and accomplishments

**\*\*MILITARY APPLICANTS\*\* This will be listed in the Work Experience Section, not separately**

Please list your military service. The following **MUST** be included:

- Rank/Grade/Job Title
- Start and end date, or date of expected separation (month/year)
- Branch of military (Active or Reserve)
- Unit address
- Full-time or part-time, if Reserve.
- Supervisor/First Line Leader – name, title and phone number
- Veterans’ Preference (see chart)
- Brief description of your primary duties, identifying your responsibilities and related accomplishments

<b>Veterans Preference</b>	
<b>Types of Preference</b>	<b>Description</b>
None	Employee has no veterans’ preference.
5-point	Employee has a 5-point veterans’ preference.
10-point disability	Employee has a 10-point veterans’ preference due to disability.
10-point/compensable	Employee is entitled to a 10-point preference due to a compensable service-connected disability of less than 30%.
10-point other	Persons entitled to a 10-point preference in this category: (1) Both the Spouse and mother of veterans occupationally disabled because of a service-connected disability, and (2) the widow/widower and mother of a deceased wartime veteran.
10-point/30% compensable	Veteran is entitled to 10-point preference due to a compensable service-connected disability of 30% or more.
No Points/Sole Survivorship Preference (SSP)	Veteran is not entitled to preference.