

Federal Resume Writing



A federal resume should not exceed two pages.

- ▶ **False:** A federal resume requires more information than a civilian resume, therefore, it is typically longer than two pages. Some of the things that should be included are your educational and work experience. This includes job titles, salary, employment dates, duties and accomplishments, and how it relates to the knowledge, skills and abilities (KSAs) in the job announcement.

Forget what you know about resume writing.

- ▶ While you may find yourself summarizing your work history into a one-page document for a typical job application, your federal resume should be more detailed and run two-to-five pages in length for an entry-level job.
- ▶ A federal resume uses the same information from a typical resume, but goes into more depth about your skills, past duties and accomplishments.

You need to tailor your federal resume to each position.

- ▶ **Partially true:** Tailoring your resume is not required. However, you must demonstrate in your resume that you're qualified for the position. Remember, this is the only information the Human Resource (HR) Specialist has to determine if your resume should be forwarded to the hiring manager.

What do I include in my resume?

- ▶ Federal jobs often require that you have experience in a particular type of work for a certain period of time. You must show how your skills and experiences meet the qualifications and requirements listed in the job announcement to be considered for the job.
- ▶ Include dates, hours, level of experience and examples for each work experience.
 - ▶ Start and end dates (including the month and year).
 - ▶ The number of hours you worked per week.
 - ▶ The level and amount of experience—for instance, whether you served as a project manager or a team member helps to illustrate your level of experience.

Your resume must have complete information.

- ▶ Please ensure your resume accurately reflects the duties and responsibilities under each position you have held with each employer. In describing your experience, please be clear and specific. (**HR Specialists cannot make assumptions regarding your experience.**)
- ▶ It is your responsibility to make sure your resume states complete information for each job entry (beginning and ending dates of employment stated as MM/DD/YYYY; and total hours worked per week).
- ▶ If your resume does not provide enough information regarding your work history for the HR specialist to make a creditable qualification determination, your application package may be rendered disqualified and you will no longer be considered for this position.

Tailor your resume to the position.

- ▶ To customize your resume, carefully review the position description. Focus on the 'duties,' 'qualifications' and 'requirements' sections and include keywords and phrases in your tailored resume.
- ▶ Make sure that you demonstrate how you have developed the specific skills required by the agency.
- ▶ Emphasize and re-emphasize areas where your previous experience or education overlaps with the duties and qualifications listed in the job opportunity announcement
- ▶ Your final resume should be tailored so that it mirrors the language used to describe the position.

Sell yourself!

- ▶ Include the skills and achievements that go beyond your work experience and education. Think about all of your activities that might qualify you for a job, such as: involvement in social or religious organizations, volunteer experiences, unique projects or interests, awards or certificates and subjects mastered.
- ▶ MILITARY: AFSC/MOS; training; schools; additional duty assignments
- ▶ CIVILIAN: Job experience, training; education; certifications; and licenses.

Be Concise.

- ▶ Provide as much detail as possible, but be concise. Wordy or irrelevant information will only confuse the reader.
- ▶ When tailoring your resume, delete education or experiences that **do not** relate to the position.
- ▶ Do not assume the reader is familiar with organizations in your resume.
- ▶ Provide context when appropriate, and **avoid acronyms**. Omit unnecessary details.

Check grammar and spelling.

- ▶ Make sure you double check your resume for grammar and spelling errors.
- ▶ Make sure you spell out acronyms the first time you use them.
- ▶ Have someone proof read your resume.

Pay attention to time.

- ▶ Allow yourself enough time to apply for the position.
- ▶ USAJOBS has thousands of people applying for jobs daily. The system requires maintenance and may be offline.
- ▶ Pay attention to the closing date and time (especially the time zone!).

Use numbers to highlight your accomplishments.

- ▶ Use numbers, percentages or dollars to highlight your accomplishments—you can find this information in things like your performance reviews, previous job descriptions, awards and letters of recommendation.
- ▶ When explaining your accomplishments:
 - ▶ Include examples of how you saved money, earned money, or managed money.
 - ▶ Include examples of how you saved or managed time.

Example- “Wrote 25 news releases in a three-week period under daily deadlines”.

Resume writing tools

- ▶ <https://www.youtube.com/watch?v=8YX7o1PBoFk>
- ▶ <https://www.usajobs.gov/Help/how-to/account/documents/resume/build/>
- ▶ <https://www.usajobs.gov/Help/how-to/account/documents/resume/>