



CALL TO SERVE | FEDERAL RESUMES

Your resume is one of the most critical parts of any job application. Federal resumes, however, may be slightly different than the resumes you are used to writing.

While a typical job application may require you to summarize your work history into a one-page document, your federal resume should be more detailed and may be 1-3 pages longer than your current resume. A federal resume simply builds off of the same information in a one-page resume but goes into much more depth about your skills, past duties and accomplishments.

CREATE YOUR RESUME

When applying to positions through www.usajobs.gov, you can either [build a resume](#) or upload one. Ultimately, it makes no difference which method you choose, as long as your resume includes all of the required information below:

Candidate Information

Provide basic information, including your name, contact information, and citizenship. Most positions require applicants to be a U.S. citizen in order to apply; however, there may be exceptions for hard to fill jobs.

Work Experience

List relevant jobs you've held complete with information about employers, location, and position titles. Include your start and end date (month and year), average hours worked per week, specific responsibilities and accomplishments. Optionally, you can include supervisor contact information or your salary.

Education

Be sure to include the degree(s) you have earned or the level of education attained as well as the school(s) you attended. If you'd like, you can also consider including grade point averages; relevant coursework; academic papers, projects or presentations; and/or honors received.

FEDERAL RESUME TIPS

When writing your federal resume, it is important that you be specific, be comprehensive, and be concise!

Be Specific

You may be tempted to submit your standard resume to a wide variety of positions and ultimately become frustrated when you do not advance in the hiring process. However, if you tailor your resume to a specific job description, your chances of moving to the next stage in the application process will drastically increase. Your final resume should be tailored so that it mirrors the language used to describe the position.

Be Comprehensive

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
- Subjects mastered

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. Remember: the quality of the information is more important than the quantity.

ADDITIONAL ADVICE

Here are a few more tips and tricks that will lead to success when it comes to your federal resume:

- Read the job announcement carefully! Highlight key words that describe your experience.
- Tailor your resume and qualifications with each application.
- Use numbers, percentages, and data.
- Focus on outcomes to which you directly contributed.
- Explain your professional experience thoroughly – don't use acronyms.
- Beware of "certified" federal resume writers – it should cost you nothing to apply!
- While you must include candidate information, work experience, and education, you can also include the following optional information:
 - Job-related training (seminars, certifications)
 - Affiliations (professional associations, societies, clubs)
 - Professional publications
 - Language skills
 - References
 - Availability
 - Desired location