



ROLLINS

CAREER & LIFE
PLANNING

FEDERAL JOBS: NAVIGATING THE
APPLICATION PROCESS

THE CENTER FOR CAREER & LIFE PLANNING
WWW.ROLLINS.EDU/CAREERCENTER
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RESOURCES FOR THE JOB SEARCH

GOGOVERNMENT.ORG: Student-friendly website, created by the *Partnership for Public Service*, featuring articles to help first-time applicants, including:

- Tips for creating your federal resume
- Suggestions for reviewing/negotiating the job offer
- Summaries of government benefits
- And an easy-to-navigate directory of 32 federal departments, with links to their respective agencies.

USAJOBS.GOV: This website offers...

- An A-Z agency index (with direct links to agency websites)
- Job postings for the federal government
- [Internship postings](#)
- [Jobs for recent graduates](#)
- FAQs
- Federal Resume Builder (highly recommended)

OFFICE OF PERSONNEL MANAGEMENT (OPM.GOV): Here you can learn about...

- Security Clearances
- Veterans' Preference
- Student Loan Repayment Assistance
- Retirement Plans
- Insurance
- Latest Hiring Trends

BEST PLACES TO WORK: This Partnership website ranks 362 federal organizations on the following factors, also enabling you to compare up to 3 agencies at once. You can even create a profile to save your searches.

- Employee Satisfaction Analysis of 362 federal organizations
- Pay
- Benefits
- Development Opportunities
- Work/Life Balance

PATHWAYS: These are PAID opportunities for students and recent graduates to secure internships or employment with the federal government. Programs consist of...

- **The Internship Program** – open for currently enrolled students in high school, college and graduate school. These are publicly announced through USAJOBS, but agencies (including the CIA, Dept. of State, and FBI) may also post their own internships on their respective websites.
- **The Recent Graduate Program** – open for graduates within 2 years post-completion of their diploma or degree.
- **The Presidential Management Fellowship Program** – open to those within 2 years post-completion of a Master's, Doctoral, or other professional level program.

Search and apply for *Student & Recent Grad Positions* at www.usajobs.gov/StudentsandRecentGrads
Learn about and apply for the Presidential Management Fellowship Program at www.pmf.gov

FEDERAL JOBS BY ROLLINS MAJORS

Any Major

Environmental Protection
Civil Rights Analyst
Personnel Occupations
Administrative Officer
Management Analyst
Logistics Management
Paralegal Specialist
Contract Representative
Claims Examining
Public Affairs
Writing and Editing
Internal Revenue Officer
Contract Administration
General Investigator
Air Traffic Controller
Supply Management

Anthropology

Anthropologists
Museum Curators
Museum Specialists
Program Analysts
Management Analysts

Arts, Fine and Applied

Arts Specialists
Audio-Visual Production
Specialists
Recreation and Creative Arts
Therapists
Exhibits Specialists
General Arts and Information
Specialists
Illustrators
Photographers
Visual Information Specialists

Biology

General Biological Scientists
Entomologists
Fishery Biologists
Microbiologists
Ranger Conservationists
Wildlife Biologists
Zoologists

Business

Budget Analysts
Business and Industry Spec.
Commissary Store Managers
GAO Analyst
Import Specialists
Internal Revenue Officers
Miscellaneous Administrative
and Programs Specialists
Quality Assurance Specialists
Trade Specialists

Contract Specialists

Chemistry

Chemical Engineers
Chemists
Consumer Safety Officers
Environmental Engineers
Food Technologists
Health Physicists
Intelligence Specialists
Toxicologists

Communications

Telecommunications Managers
Communications Specialists
Public Affairs Specialists
Technical Writers and Editors
Writers and Editors

Counseling

Chaplains
Educ. and Vocational Training
Specialists
Personnel Specialists
Psychologists
Psychology Aids and
Technicians
Social Service Aids and
Assistants
Social Service Reps.
Vocational Rehab Spec.
Equal Opportunity Compliance
Specialists
Educational Services
Specialists

Economics

Actuaries
Budget Analysts
Contract Specialists
Economists
Financial Analysts
Financial Instit. Examiners
GAO Analyst
Loan Specialists
Trade Specialists
Transportation Industrial
Analysts

Education

Education and Training
Specialists
Educ. and Vocational Training
Specialists
Vocational Rehab. Specialists
Educational Program
Specialists
Employee Dev. Specialists

Public Health Educators
Training Instructors
Instructional Systems
Specialists
Educational Services
Specialists

English and Literature

Editorial Assistants
Printing Specialists
Public Affairs Specialists
Technical Writers and Editors
Writers and Editors
Misc. Admin. And Programs
Specialists
Program Analysts
Program Managers
Management Analysts

Environmental Studies

Ecologists
Environmental Health
Technicians
Environmental Protection
Assistants
Environmental Protection
Specialists
GAO Analyst
Gen. Fish and Wildlife
Administrators
Fish and Wildlife Refuge
Management
Misc. Admin. And Programs
Specialists
Toxicologists

Foreign Language

Air Safety Investigators
Border Patrol Agents
Customs Inspectors
Language Specialists
Equal Employment Opportunity
Specialists
Foreign Affairs Specialists
Foreign Agricultural Affairs
Specialists
Intelligence Specialists

FEDERAL JOBS BY ROLLINS MAJORS

History

Archives Technicians
Archivists
Exhibits Specialists
Historians
Intelligence Specialists
Museum Curators
Misc. Admin. And Programs
Specialists
Management Analysts
Program Analysts

Human Resource Management

Apprenticeship and Training
Representatives
Employee Dev. Specialists
Equal Employment Opportunity
Specialists
Human Resource Specialist
Military Pers. Mgmt. Spec.
Personnel Staffing Spec.
Position Classification
Specialists

Information Technology

Information Technology
Specialists
Computer Specialists
Program Managers
Management Analysts
Computer Programmers

International Relations

Foreign Affairs Specialists
Foreign Agricult. Affairs
Specialists
Intelligence Specialists
Language Specialists
Public Affairs Specialists
Trade Specialists
International Relations
Workers

Liberal Arts / Humanities

Contact Representatives
Customs Inspectors
Equal Opportunity Compliance
Spec.

Management Analysts
Pers. Management Spec.
Program Analysts
Social Insurance Claims
Examiners
Veterans Claims Exam.
Educ. Services Spec.

Mathematics

Actuaries
Cartographers
Computer Science
Mathematical Statisticians
Mathematicians
Operations Research Analysts
Statisticians

Physics

Astronomers
Space Scientists
Geodesists
Geophysicists
Health Physicists
Hydrologists
Oceanographers
Patent Examiners
Physicists
Gen. Physical Scientists

Political Science

Archivists
Budget Analysts
Historians
Foreign Affairs Specialists
GAO Analyst
Misc. Admin. and Programs
Specialists
Program Analysts
Public Affairs Specialists
Social Scientists

Psychology

Rec. and Creative Arts
Therapists
Employee Dev. Specialists
GAO Analyst
Personnel Management Spec.
Psychologists
Personnel Staffing Spec.

Position Class. Specialists
Educational Svcs. Specialists

Public Health

Environmental Health
Technicians
Food Assistance Program
Specialists
Food Inspectors
Health System Administrators
Health System Specialists
Industrial Hygienists
Public Health Programs
Specialists
Public Health Educators
Social Insurance Admin.
Veterans Claims Examiners

Social Work

Food Assistance Program
Specialists
Psychology Aids and
Technicians
Social Science Aids and
Technicians
Social Scientists □ Social
Service Aids and Assistants
Social Service Reps. Social
Workers Recreation Specialists

Sociology

GAO Analyst
Social Science Aids and
Technicians
Social Scientists
Social Service Aids and
Assistants
Social Service Reps.
Program Analysts
Sociologists

Theology

Chaplains
Social Workers
Program Analysts

* [See full list of Federal Jobs by Major.](#)

SALARY AND THE FEDERAL GOVERNMENT

How does the federal government pay?

The federal government utilizes a grade scale called The General Schedule. When visiting USAJobs.gov, you may see a position that lists the “series and grade” as GS 7-04 – Grade 7, step 4 (\$40,777.00). Unless a government-wide salary freeze is in effect, you may expect to receive a step increase on a biennial basis.

The General Schedule (GS) Pay Scale contains 15 grades, from GS-1 to GS-15.

Each grade has 10 steps and each signals a pay increase.

- A student job or intern can expect to start at between a GS-3 or GS-5 level.
- A college graduate with a bachelor’s degree and no previous experience can expect to start at the GS-5 level. This is considered entry-level.
- Students who have finished a year of graduate school, but did not receive a degree may start at the GS-7 level.
- A college graduate with a master’s degree typically starts at the GS-9 level.

[Click here to view 2015 federal salaries based on geographic location](#)


Sample Starting Salaries from January 1, 2014

City	GS-3	GS-5	GS-7	GS-9
Atlanta	\$26,313	\$33,049	\$40,939	\$50,077
Chicago	\$27,595	\$34,659	\$42,933	\$52,516
Dallas	\$26,617	\$33,432	\$41,413	\$50,656
New York City	\$28,393	\$35,662	\$44,175	\$54,035
San Francisco	\$29,811	\$37,443	\$46,382	\$56,735
Washington, DC	\$27,400	\$34,415	\$42,631	\$52,146

NAVIGATING YOUR FEDERAL JOB SEARCH

1. **Go to [USAJOBS](#).** To save searches, you will want to *Create an Account* (it's free).
2. **Interested in a PATHWAY program?** Click *Students and Recent Graduates* on USAJOBS.
 - a. Looking for more information on the Presidential Fellowship Program? Go to www.pmf.gov.
3. **Not looking for PATHWAYS?** Enter *what* you are looking for and *where* you would like to work.
4. **Refine your results** (on the side) to narrow your search.

This function is much more user-friendly than the Advanced Search feature on the home page.

 - a. Click **Grade** to narrow your search by the federal General Schedule (GS) for grades 1-12.
 - Current students typically choose GS 3 or 4.
 - With a Bachelor's degree, you can choose GS 5 through 7.
 - With a Master's degree, you can start your search at the GS-9 level.
 - If you've had an extensive work record, these guidelines may not be quite right - keep searching with the Pay Grade Range until you find a level that would best fit your education and experience.
5. **Have a question**  Click the question mark icon.

NAVIGATING THE JOB POSTING

1. **The top navigation will be helpful to jump straight to the content you need.** It includes *Overview, Duties, Qualifications & Evaluations, Benefits & Other Info, and How to Apply*.
 - a. You can also use the **drop down menu on the right**, located above the *Apply Online* button, to find the section you need.
2. **DO NOT SKIP OVER THE "OPEN PERIOD."** Once the job announcement closes, no other resumes will be accepted.
 - a. *In efforts to expedite the hiring process, the government has reduced the amount of time an announcement is "open" and they have cracked down on accepting late applications.*
3. **We recommend printing the document and combing through it with a highlighter.** (If you wish to use this step, hit *Print Preview* first on the webpage.)
 - a. Highlight section titles, key phrases, and other important information for easier scanning.
4. **Create a checklist for each application** (if one is not listed on the job announcement) from the *How to Apply* section. Keep a record of what application was submitted and when. It may be helpful to maintain a file or notebook of past and current job announcements you have responded to.

DIFFERENCES BETWEEN TRADITIONAL AND FEDERAL RESUME STYLES

Traditional (Private Sector) Resume:

- Employers may spend only 15 seconds looking over a resume for the first time.
- These resumes should not exceed 1-2 full pages and do not include references.
- Templates are NOT recommended; thus, formatting can vary from individual to individual (e.g., sequential order of sections, size of margins, header, etc.).
- Previous employment experience does not ask for specific details regarding salary, hours worked, and supervisor information.
- The months of all dates are spelled out.

A private sector resume and privatized federal resume typically contain the following sections and information:

- Objective OR profile/summary (for professionals with more experience)
- Education
 - The name of institution, graduation date, degree title/status are listed here.
- Experience
 - The company name, location (city, state), position title & dates held are written out.
 - Typically 1-4 bullet statements are used per entry.
- Leadership/Involvement
- Skills
 - Categories include computer, language, and social media.
 - General level of proficiency is stated.

The Federal Resume:

- A hiring manager in a government agency will spend more time than a private company to examine your qualifications.
- Average length for a federal resume is between 3 and 5 pages (so be as descriptive as you can in your bullet statements). Entry-level resumes are typically between 1 and 3 pages long.
- *It may take 3 to 4 hours to create a resume and apply for a federal job, even if you use the federal resume builder on USAJOBS.*
- All dates are documented in numerical format (xx/20xx)
- This type of resume uses a more standardized format to present the specifics in each entry. **To create your federal resume, you may use the template from USAJOBS resume builder or create your own modeled after a private sector (traditional) resume.**
- *See page 11 for a sample of a privatized federal resume.*
- **To compare these two resume styles, go to GoGovernment.org.**

DIFFERENCES BETWEEN TRADITIONAL AND FEDERAL RESUME STYLES

A federal resume requires more in-depth information overall and requires the following,

IN ADDITION to the requirements of a traditional resume:

- **First, identify:**
 - Country of citizenship
 - Veteran's preference (only applicable if served in the military)
 - Availability:
 - a) Specify *job type* (permanent/temp/internship/etc.)
 - b) Give your desired *work schedule* (part time/full time/seasonal)
 - c) Name *desired locations*
- **For Work Experience, include...**
 - Specify Supervisor name, phone number, permission to contact
 - Number of hours worked per week
 - Be as specific as possible regarding duties (you can use more bullet statements)
 - Salary information (based on hourly or annual pay).
 - *Failing to give permission to contact a supervisor will NOT disqualify you during the first screening of your application.*
- **For Education, state...**
 - The abbreviated degree (e.g., A.A. or B.S.), institution, location, zip code
 - How many semester hours completed
 - Your major
 - *Optional to include:* GPA, relevant coursework, projects, key presentations, honors received, and other accomplishments.
 - *Note: if you include coursework, only list Advanced related to position*
 - Advanced Spanish will come across stronger than Spanish I, Spanish II, etc.
- **For Language Skills, specify...**
 - Each language you know, including English
 - If you are Beginner, Intermediate or Advanced in each category
 - Ability to speak the language
 - Ability to write in the language
 - Ability to read the language

In the federal resume, you may also list additional information like

- Job related training (e.g., seminars, classes, conferences)
- References
- Affiliations, leadership activities, and volunteer experience
- Unique projects or interests, skills and awards

TIPS TO TARGET YOUR FEDERAL RESUME*

The most effective resumes when applying for federal jobs are those that clearly articulate how an applicant's skills and experiences align to the selection criteria defined by the job opportunity announcement. Applicants should always tailor their resume to the job opportunity to which they are applying. Consider these additional tips in ensuring you've created and are using the most effective resume. Pay attention to:

Keywords

- Think about which keywords you need to add based on the knowledge, skills, and abilities required for the position. You could be the most qualified person for the position, but you could be lost in a sea of applicants without the right keywords.
- Study and review job opportunity announcements. This is the best way to determine important keywords. Focus on the "requirements," "skills" or "qualifications" sections of job ads, and look for "buzzwords" and desirable credentials for your ideal job.
- A single keyword communicates multiple skills and qualifications. When a recruiter reads the keyword "analyst," he or she might assume you have experience in collecting data, evaluating effectiveness, and researching and developing new processes. Just one keyword can have tremendous power and deliver a huge message.
- Federal employers are seeking experiences in the following areas: leadership, networking, communication, and teamwork. Use keywords to demonstrate these skills and abilities, which may come from paid experience, volunteer work, student involvement, coursework, and/or hobbies.

Be Concise

Recruiters often receive dozens or even hundreds of applications for certain positions. Candidate screening begins with skimming through submissions and eliminating those who clearly are not qualified. *Look at your resume and ask: Can a hiring manager quickly locate my most relevant skills and experiences?*

Quantify

Use numbers to highlight your accomplishments. If you were a recruiter looking at a resume, which of the following entries would impress you more?

- Wrote news releases.
- Wrote twenty-five news releases in a three-week period under daily deadlines.

Clearly, the second statement carries more weight, because it uses numbers to quantify the accomplishment. It provides context that helps the reader understand the degree of difficulty involved.

Numbers are powerful resume tools that will help your resume draw well-deserved attention from prospective employers. With just a little thought, you can find effective ways to quantify your successes on your resume.

TIPS TO TARGET YOUR FEDERAL RESUME*

Think Money

All organizations are concerned about money. So think about and articulate ways you've saved, earned, or managed money in your internships, part-time jobs and extracurricular activities. A few possibilities may include:

- Identified, researched and recommended a new Internet Service Provider, cutting the company's online costs by 15 percent.
- Wrote prospect letter that has brought in more than \$25,000 in donations to date.
- Managed a student organization budget of more than \$7,000.

Think Time

"Time is money." So, whatever you can do on your resume to show that you can save time, make time or manage time will grab the recruiter's immediate attention. Here are some time-oriented examples:

- Assisted with twice-monthly payroll activities, ensuring employees were paid as expected and on time.
- Attended high school basketball games, interviewed players and coaches afterward, and composed 750-word articles by an 11 p.m. deadline.
- Suggested procedures that decreased average order-processing time from 10 minutes to five minutes.

Other Tips

- Keep a copy of your private-sector resume for reference, and in case the employer requests it.
- When applying to federal jobs, you can either build a resume using the resume builder on USAJOBS.gov or you can upload tailored resumes using Microsoft Word.
 - The system allows you to upload up to 5 resumes.
 - The following pages provide examples of each style.

**Information compiled from GoGovernment Webinars in 2014 and the "Most Effective Resumes" handout on [USA JOBS](#).*

PRIVATIZED FEDERAL RESUME SAMPLE

Brian Freedman

2330 Braddock Road, Essex, MD 21797

Cell: (410) 888-1212 • Brian.Freedman@email.com

Country of Citizenship: United States of America

OBJECTIVE:

A Physical Security Specialist position with the U.S. Army Reserve Command utilizing previous experience working with the Department of Homeland Security.

WORK EXPERIENCE:

Security Supervisor

Commercial Development Corporation (CDC)

9700 Charles Street, Baltimore, MD 21201

Supervisor: Mark Freedman (410) 570-3708; may be contacted

November 2012 - Present

Salary: \$75,000

Hours per week: 40

- Led and supervised a security team comprised of 26 employees across 5 multi-million dollar commercial and transportation projects, reducing internal thefts by 50%.
- Applied loss prevention techniques and investigated external theft incidents with procured vendors, resulting in legal action and leading to \$1.5 million in cost-savings.
- Strategically assessed and recommended surveillance technology for critical areas.
- Established policies for tracking and reporting missing inventory with CDC Accounting.

Investigative Security Specialist, GS-11

Federal Emergency Management Agency (FEMA)

500 C Street SW, Washington, DC 20026

Supervisor: Christopher Hansen (202) 555-1212; may be contacted

Clearance: Department of Homeland Security, Secret Clearance, August 2007

June 2007 - October 2012

Salary: \$25/hour

Hours per week: 40

- Reviewed over 15 requests for background investigations weekly; forwarded them to the proper investigative authority.
- Served as the trusted liaison to transmit guidance from the Chief, Disaster Security Operations Branch to team members to ensure safety and protection during operational activities.
- Maintained an organized filing system of over 2.5 million field Security Reports. Developed monthly and annual statistical information, which were used to enhance the 5 FEMA security programs.
- Tested the operational readiness of the new Security ID Badging and Alarm systems.

EDUCATION

Rutgers State University, New Brunswick, NJ

Bachelor of Science in Criminal Justice – Magna cum laude

May 2007

GPA: 3.89/4.0

CERTIFICATIONS & TRAINING

Video Surveillance, National Security Board, Washington, DC

Security Technician, National Security Training Academy, Alexandria, VA,

January 2009

January - May 2008

VOLUNTEER EXPERIENCE:

Criminal Investigator

Volunteers in Police Service Program, New Brunswick, NJ

Supervisor: Margaret Warren (732) 710-5212; may be contacted

June 2003 - April 2007

Hours per week: 15 - 20

- Investigated individuals suspected of committing criminal activity.
- Performed crime mapping and analysis.

COMPUTER SKILLS:

- Proficient in Windows and Macintosh Operating Systems; Microsoft Word and Excel
- Experienced in SharePoint

SAMPLE CREATED THROUGH USAJOBS RESUME BUILDER

*sample found on www.gogovernment.org

ABRAHAM LINCOLN

111 President Drive
Washington DC 20005 US
Mobile: 202 200 2222
Email: alincolin@pastpresidents.com

Country of Citizenship: United States of America
Veterans' Preference: No
Highest Grade: GS-02-07, 06/20XX-08/20XX

Availability: Job Type: Permanent, Temporary, Recent Graduates
Work Schedule: Full Time

Desired Locations: US-DC-Washington/Metro
US-VA-Arlington
US-VA-Alexandria

Work Experience: **Department of State (Educational and Cultural Affairs)** Washington, DC US **9/20XX – 8/20XX**
Grade Level: 02
Hours per week: 40
Public Affairs Assistant
Supervisor: John Smith (XXX-222-2222)
Okay to contact this Supervisor: Yes

- Supervised ten contractors on communications, ensured project was delivered on time and budget
- Contacted and pitched media for program publicity resulting in four newspaper articles and two interviews
- Researched public affairs best practices in private sector and government, resulting in five adopted measures that improved agency performance
- Facilitated biweekly team meetings and conducted monthly diversity training presentations for twenty to thirty internal staff members
- Participated in team brainstorm sessions to analyze organizational problems and improve efficiency

Department of State (Educational and Cultural Affairs) Washington, DC US **9/20XX – 8/20XX**
Grade Level: NA
Hours per week: 20

Intern
Supervisor: John Smith (XXX-222-2222)
Okay to contact this Supervisor: Yes

- Wrote fifteen articles about foreign education initiatives in Bureau newsletter and press releases
- Drafted twenty memoranda for the Undersecretary of State
- Assembled financial and budget information for use in Educational and Cultural Affairs internal materials
- Assisted with administrative tasks such as filing documents and organizing meeting logistics

Comment [EM1]: The General Schedule (GS) is the predominant pay scale for federal employees, especially employees in professional, technical, administrative or clerical positions.

Comment [EM2]: Don't forget to include past salary or GS Level

Comment [EM3]: Include the number of hours works per week

Comment [EM4]: Great way to highlight subject area expertise

Comment [EM5]: Note: do not use abbreviations, write out Educational and Cultural Affairs not ECA

U.S. Consulate (Department of State)
Madrid, Spain

6/20XX – 8/20XX
Grade Level: NA
Hours per week: 45

Political and Economic Section Intern, NA

Supervisor: Jane Doe (XXX-111-1111)

Okay to contact this Supervisor: Yes

- Researched and wrote five regional economic and political briefs for US Ambassador’s Madrid consulate district visits
- Compiled ten briefs with fifteen professionals in regional chambers of commerce, banks’ nongovernmental organizations, and government offices to compile briefs enabling a shared understanding of material
- Synthesized information from external research and interviews
- Provided administrative support through sorting mail, filing document, and answering multi-line phone system
- Utilized Spanish language skills and political and cultural knowledge in a variety of settings

ABC Afterschool Program
Philadelphia PA US

9/20XX-4/20XX
Salary: 15 USD per Hour
Hours per week: 40

Program Coordinator

Supervisor: John Doe (XXX-000-0000)

Okay to contact this Supervisor: Yes

- Developed and monitored program goals and policies resulting in the highest recorded performance in ten years
- Oversaw three mentoring programs in limited resource communities to promote a safe and healthy youth development
- Recruited, trained, and managed twenty-five adult mentors and twenty youth
- Developed marketing and training materials for use in programs and mentoring initiatives
- Wrote and managed two program grants, hired three outside contractors for grant implementation
- Coordinated ten minute, weekly presentations on mentoring initiatives
- Communicated daily in Spanish with program participants and their families

Education:

B.A., (May 20XX), Marble House College, Philadelphia, PA 19019 US

35 Semester Hours

GPA: 3.50 out of 4.0

Major: Economics, Spanish Language (double major)

Relevant Coursework, Licenses and Certifications:

Macro Economics, Micro Economics, Statistics, Public Policy Process

Language Skills:

English

Spoken: Advanced

Written: Advanced

Read: Advanced

Spanish

Spoken: Advanced

Written: Advanced

Read: Advanced

Comment [EM6]: Federal Resumes require you to include # of semester hours to ensure eligibility

Affiliations: National Spanish American Foundation Member (20XX – present)

References:
Name: George Washington
Employer: Marble House University
Title: Professor, Spanish Language
Phone Number: XXX-333-3333
Email Address: g washington@pastpresidents.org
Reference Type: Personal

Name: James Madison
Employer: Department of State
Title: Director of Foreign Affairs
Phone Number: XXX-444-4444
Email Address: jmadison@pastpresidents.org
Reference Type: Professional

Additional Information:

Skills:

- Grant writing experience (awarded “Dream Catchers Award” by Community and Recreation Services, Delaware County Government, Dec. 20XX)
- Regional expertise in Balkan, Post-Soviet, and Western European political issues (Including extensive regional travel)
- Proficient in Microsoft Office programs (Word, Excel, PowerPoint, Outlook)

Comment [EM7]: Use this section to highlight relevant class projects, volunteer work, and other leadership roles that may not be on your private sector resume

Comment [EM8]: Be specific in the programs you are proficient in

Class Projects

Western European Economy: Then and Now, April 20XX

- Completed a seventy-five page capstone paper including in depth economic analysis of past and present financial concerns of Western Europe
- Conducted research on historical implications of changes in economic wealth in Western Europe
- Presented research in a twenty-slide PowerPoint to fifty students and ten staff in the economics department

Leadership and Service Roles:

Tri-College Institute, **Diversity Workshop Facilitator**, Oct 20XX-May 20XX

- Developed twelve forums for dialogue between diverse student groups
- Built five partnerships between student groups through cultural programming

Marble House Business Society, **President**, Sept. 20XX-May 20XX

- Recruited four executive committee members, planned meetings
- Managed a membership base of 40+ students
- Organized club involvement in business related workshops/events

Tucker Recreation Association, **Basketball Coach**, Nov. 20XX-Feb. 20XX

- Taught twelve, ten-year-old boys the fundamentals of basketball, sports ethics, and mental focus
- Coordinated travel logistics for away competitions

Habitat for Humanity, **Volunteer**, New Orleans, LA, March 200X

- Contributed to rebuilding a home in St. Bernard Parish, New Orleans

Other Roles at Marble House College:

War News Radio, **Weekend Co-Host**, Aug 20XX-May 20XX

- Recruited executive committee members, planned meetings
- Managed a membership base of 40+ students

Spanish Department, **Representative**, Sept. 20XX-May 20XX

- Represented 100+ students at language department meetings
- Partnered with a local high school to plan and execute an hour long Spanish song and dance course of thirty students



What happens after you apply*

Sometimes it can seem like your federal government job application goes into a black hole. It's an especially easy assumption to make if, like many applicants, you don't hear back from anyone for a while. The truth is you've got a lot of competition out there and with hundreds—sometimes several hundreds—of applicants for every government job, it takes time to get through them all. The good news is that federal agencies are working to streamline the hiring process and increase transparency about where your application is in the process.

After the application period closes

Once the application period closes, the human resources office will evaluate each application. If you meet the basic qualifications, your name could be referred to the selecting official. He or she will choose applicants to [interview](#) from the list of highly-qualified candidates.

Although every agency has a different hiring process in practice, most agencies strive to fill their open positions in 80 days or less. After the job is posted and closed, the agency should make a decision within 6-8 weeks. If you do not receive any communication regarding that position within 15-20 days after the closing date they may want to contact the agency point of contact listed in the job announcement.

How to track your application

Once you've submitted an application, the agency should notify you at four points in the process:

1. When your application is received
2. If you meet basic qualifications
3. When your application is referred to the selecting official
4. If you are offered the position

Your application may be one of hundreds that the agency is reviewing, so if you are serious about securing the job, you should take a proactive approach to find out the status of your application. Feel free to contact the agency by email or phone, as long as you are courteous, polite and not burdensome. Be respectful of the employee's time since answering jobseeker inquiries is not likely their primary responsibility.

You can also track the status of your application by logging in to your USAJOBS.gov account or from within the agency system you used to apply.

Call with a purpose

When contacting any federal agency, it is important that you have a purpose in mind. If the application has not closed, you may want to ask additional information. If you do not hear from the agency within 2-3 weeks of the position closing, you may want to contact the agency to confirm receipt of application or to verify application materials were submitted in completion.

Reference the announcement number

Each job announcement has a reference number. Be sure to reference the announcement number when contacting a federal agency about your application. This will help the agency contact locate your application quickly.

*Article found at http://gogovernment.org/how_to_apply/next_steps/after_you_apply.php

To prepare for the job interview, Rollins Career & Life Planning offers:

- Workshops and Practice Interview Appointments
- [Interview Skills Packet](#)
- [InterviewStream](#) (your at-home practice interview, on the right side of the webpage)