

FEDERAL RESUME WRITING

Presented by:

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U.S. Secret Service, Outreach Branch



We will discuss...

- Federal Hiring Process
- Resume Basics
- Steps to a Successful Federal Resume
- Do's and Don'ts
- Questions



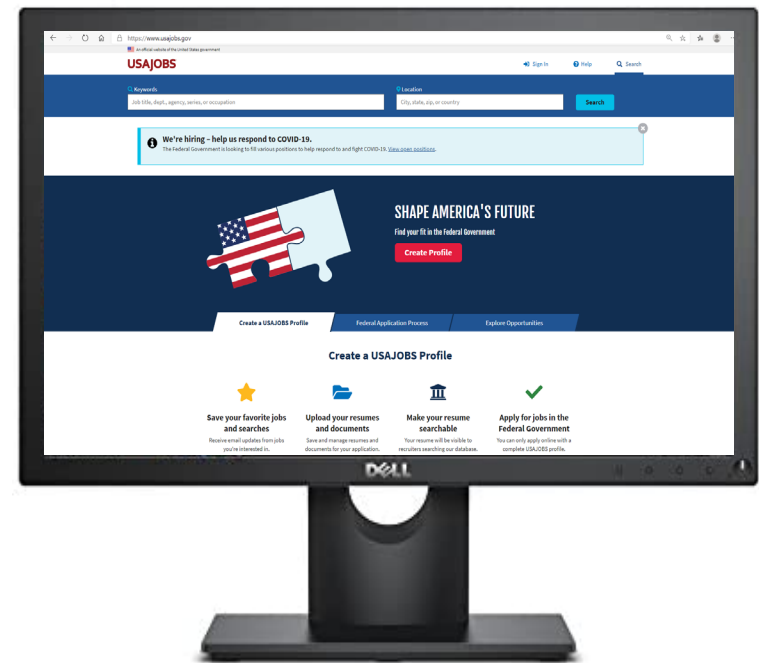
Federal Hiring Process (Competitive Service)

- **Application Process:**

- USAJOBS (www.usajobs.gov)
- Submit Resume and Supporting Documents
- Complete and Submit Online Vacancy Questionnaire

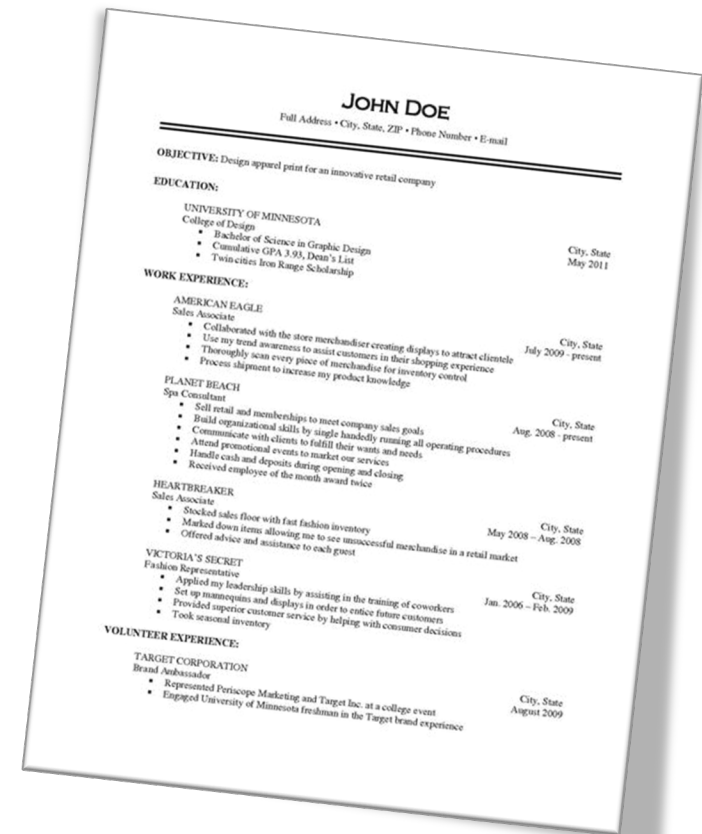
- **Understanding the Evaluation Process:**

- Category Rating
- Equal Employment Opportunity



Resume Basics

- **What is a Resume?**
 - Marketing tool to set you apart from other applicants
 - A tool to demonstrate you meet the job qualifications
- **Resume Basics**
 - List your contact information
 - Describe your professional and educational backgrounds
 - List your employment history by dates
 - List your skills and abilities



Resume Basics

Federal vs Corporate Resumes

Unlimited length:
3-5+ pages

Limited length:
1-2 pages

Qualifications:
Must meet all

Qualifications:
Flexibility

Content/Structure:
More detailed/Small paragraphs

Content/Structure:
More concise/Bullet points

Resume Format:
Traditional/Chronological

Resume Format:
Creative



Resume Basics

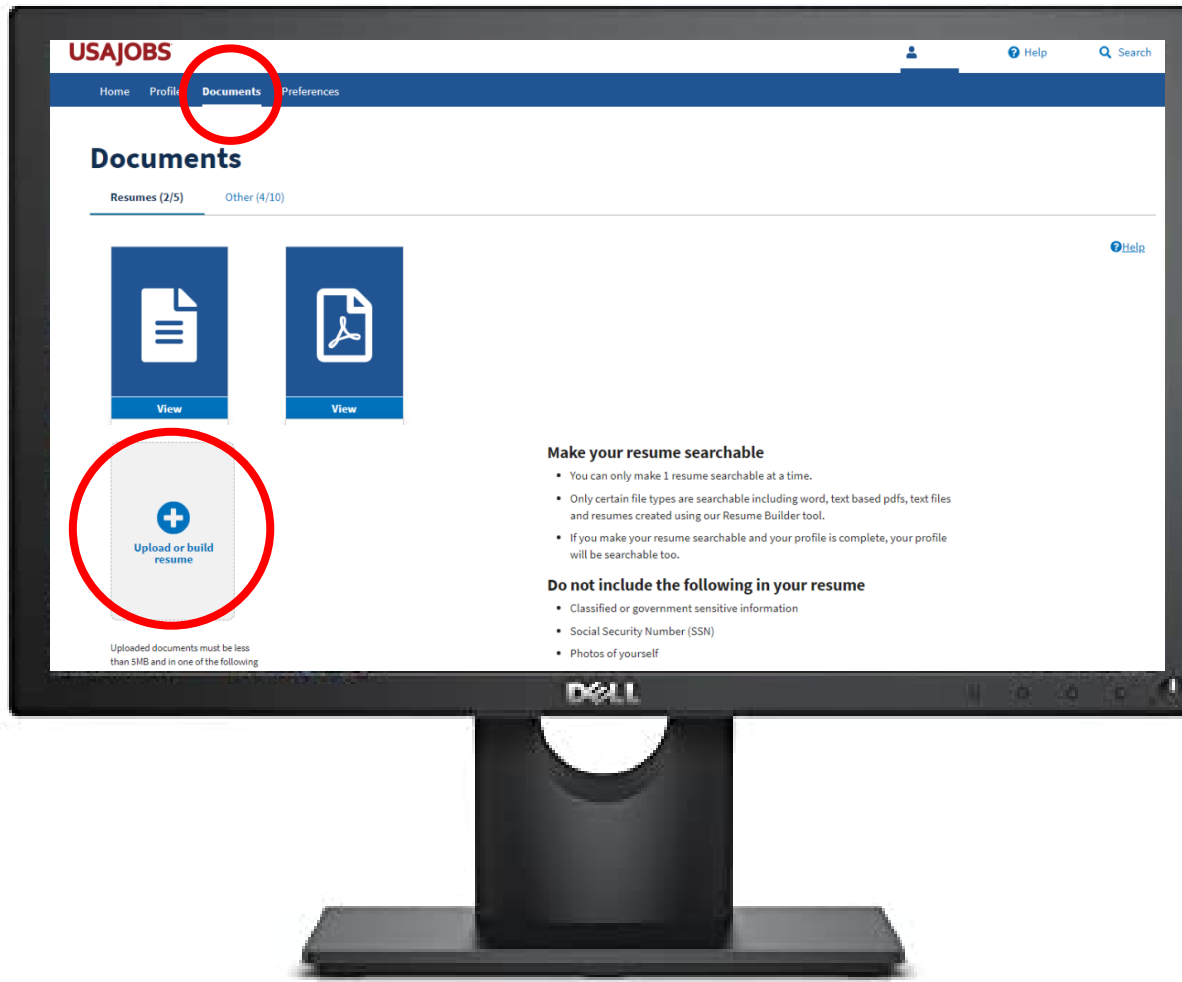
Federal Resume Structure

- **Basic Information:** Legal name, contact information, citizenship, veteran's status, Schedule A candidate.
- **Work Experience:** Employer's name and address, job title, start and end dates of employment, average hours per week, salary, duties/responsibilities, key accomplishments.
- **Education:** Name of University and location, degree level attained, Grade Point Average (GPA), Graduation Date or Expected Graduation Date (EGD). **Relevant Training/Certifications:** Name of Institution and location, Title of Course/Certificate, Date of Completion.
- **Professional References:** Reference name and phone number.
- **Skills:** Skills related to the job, including technical and language skills.
- **Performance Awards:** awards names and year awarded.

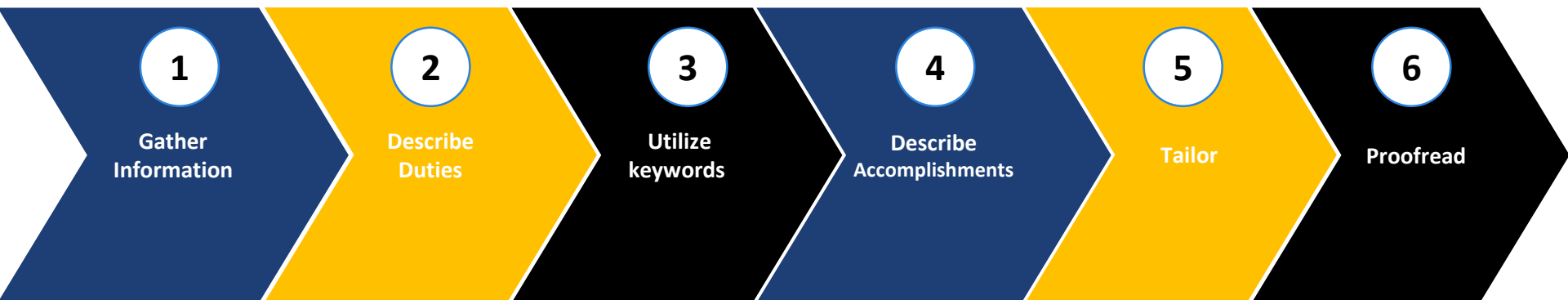


Resume Basics

USAJOBS' Resume Builder (www.usajobs.gov)



Steps to a Successful Resume



Steps to a Successful Resume

1. Gather Relevant Information

- Current job description, performance evaluations and awards.
- College transcripts and supporting documents.
- Volunteer experience counts!
- Search **USAJOBS** and identify potential job announcements. Information to look:
 - Duties
 - Requirements
 - How You Will Be Evaluated

The screenshot shows the USAJOBS website for a job announcement. The header includes the USAJOBS logo and a 'Sign In' link. The main title is 'Human Resources Specialist (Recruitment and Placement)' under the 'DEPARTMENT OF HOMELAND SECURITY' and 'U.S. Secret Service'. A navigation bar includes 'Overview', 'Locations', 'Duties', 'Requirements', 'Required Documents', 'Benefits', and 'How to apply'. The 'Overview' section provides details: Open & closing dates (01/05/2021 to 01/11/2021), Pay scale & grade (GS 11 - 12), Appointment type (Permanent), Service (Competitive), Salary (\$72,750 to \$113,362 per year), and Work schedule (Full-Time). The 'Location' section indicates 2 vacancies in Washington, DC. The 'Duties' section includes a summary: 'Joining the Secret Service, Office of Human Resources, Talent and Employee Acquisition Division will allow you to perform the full range of Human Resources Specialist work as it relates to the recruitment, staffing/placement, and hiring processes. This Human Resources Specialist will be responsible for...' The right sidebar lists eligibility criteria such as 'Individuals with disabilities', 'Federal employees - Competitive', 'Career transition (CTAP, ICTA)', 'Military spouses', 'Family of overseas employee', 'Peace Corps & AmeriCorps VI', and 'Veterans'. An 'Apply' button and 'Print'/'Share' options are also visible.



Steps to a Successful Resume

2. Describe your Main Duties

- Daily responsibilities and work activities.
- Use action words.
- Clearly explain your abilities, actions and expertise.

3. Utilize Keywords

- Use industry specific terms and words.
- Use keywords as headings.

4. Describe your Accomplishments

- Results you have achieved at work.
- List awards for performing above average.

JOHN Q. PUBLIC

PROFESSIONAL EMPLOYMENT

Government House, State of Maryland

06/2007 to Present

Sous Chef

110 State Circle

Salary: \$60,000 per annum

Annapolis, MD 21401

40 hours/week

Supervisor: Susan B. Arnold, 410-333-4444, May be contacted.

OPERATIONS MANAGEMENT: Direct daily operations of full-service kitchen, planning, coordinating and preparing formal and informal meals and events for up to 3,000 people, both planned in advance and last minute, with range of guests from international dignitaries to constituents. Continually analyze operations, procedures, and policies to achieve highest efficiency and best practices. Recommend and implement range of process improvement initiatives. Implement, apply, and interpret policies, regulations, and directives. Work with senior management to establish goals and objectives.

PROJECT MANAGEMENT, ANALYSIS AND WORKFLOW MANAGEMENT: Conduct needs assessment surveys and determine needs based on event specifications and labor demands. Plan event with consideration to protocol, preferences, caliber of event, attendees, and lead time. Create project timeline and assign, monitor, and adjust tasks according to staff strengths/weaknesses to fulfill deadline completion. Review progress and make production and priority adjustments as needed. Manage multiple task lists to complete projects with adjacent deadlines. Resolve problems and issues, including crisis situations. Conduct post-event assessment to identify successes and areas for improvement.

SUPPLY MANAGEMENT: Take inventory and plan orders to regulate flow of product and ensure stock levels meet event and daily needs. Research best products and vendors to comply with state purchasing regulations; establish delivery protocols and resolve delivery problems. Rotate stock, monitor usage and storage to ensure efficiency, sanitation, and security, and reduce waste. Negotiate, administer, and oversee vendor and service contracts. Maintain documentation, verify invoices, and assure prompt payment.

BUDGETING/FUNDS MANAGEMENT: Develop pricing and cost accounting procedures. Analyze and forecast products and labor costs estimates. Apply due diligence to projects to ensure feasibility and cost-effectiveness, as well as conduct after-action reviews. Compile budget information and apply generally accepted accounting procedures and state regulations to track expenditures, including petty cash. Perform cost and price and comparative analyses. Develop and implement pricing and marketing information for clients. Identify and resolve budget issues and cost-cutting solutions to ensure budget adherence. Brief management and recommend cost control improvements and budget adjustments.

Key Accomplishments:

Plan, coordinate, and execute breakfast, lunch, dinner for First Family and other events, including seated dinners and open houses for up to 3,000, usually 3-5 events per week, up to 2 per day.



Steps to a Successful Resume

5. Tailor your Resume to the specific vacancy announcement

- List examples that relates to the qualifications, requirements and competencies of the job.
- Make it obvious that you are a match!

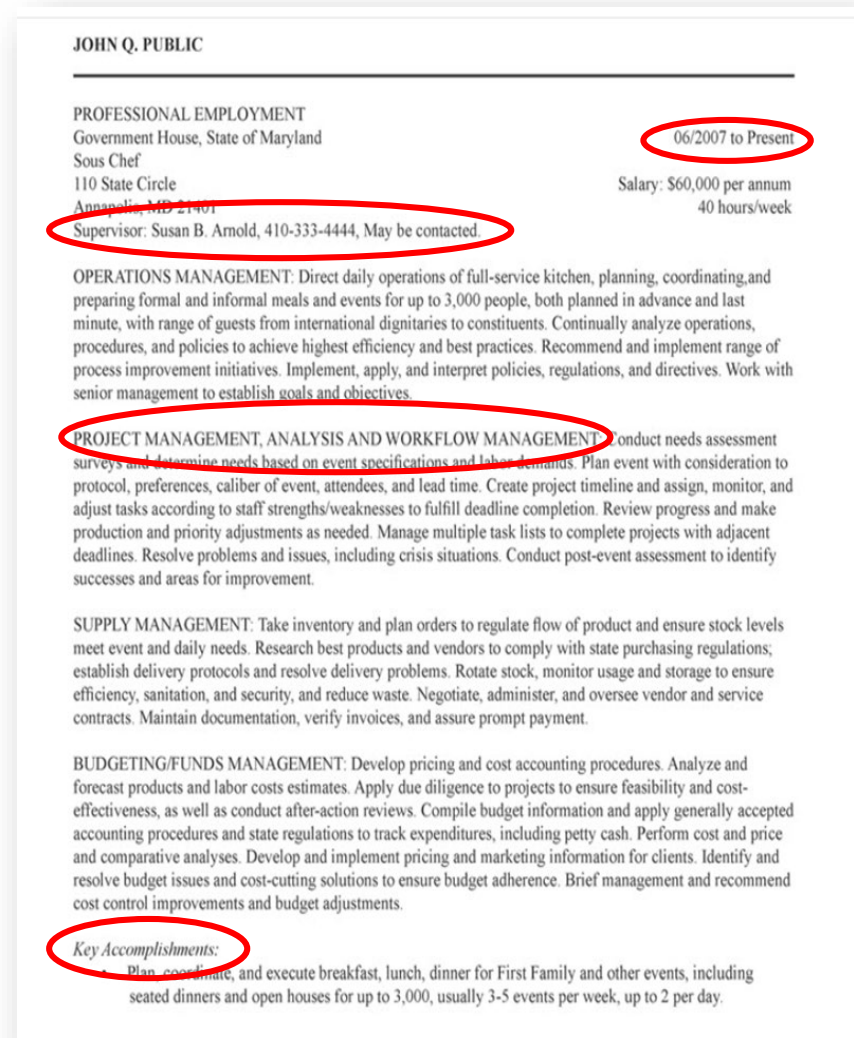
6. Proofread your Resume

- Check for errors.
- Ask a friend or colleague for feedback.



Do's of a Federal Resume

- Chronological Resumes: List work experience according to date, with the current job appearing first.
- Add your supervisor's name and contact information.
- Highlight your skills by organizing your work experience by the skills you have used on the job.
- List your accomplishments.
- Be sure to include relevant volunteer experience.
- List your educational credentials.



Don'ts of a Federal Resume



- Don't stick to just one page.
- Objective statements are not important.
- Don't share sensitive or discriminatory information.
- No profile photos.
- No irrelevant experience.
- No acronyms or vague statements.
- No lies.



Questions



Contact Information

United States Secret Service Outreach Branch



Recruit080@uss.s.dhs.gov



1-888-813-USSS (8777)

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our webpage @

www.careers.secretservice.gov



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Standing Post



Thank You for Joining Us!

