

WRITING A FEDERAL RESUME

PURPOSE OF A FEDERAL RESUME

Your federal resume will serve as your application for a position in the Federal Government. It will be used to verify that you meet the minimum eligibility requirements for a position with the Federal Government as detailed through the formal **Job Opportunity Announcement (JOA)**. Once a hiring agency verifies that you meet with minimum qualifications it may use other assessments such as interviews or skills testing to identify the best-qualified applicants.

HOW A FEDERAL RESUME IS DIFFERENT THAN A TRADITIONAL RESUME

- **Longer** – There is usually no page limit; however, 5 is the maximum limit for some agencies.
- **More Detail** – Includes information such as citizenship, hours worked, supervisor and salary.
- **Experience** – The experience section is much more detailed in order to demonstrate the applicant's qualifications. It should detail both experience and related accomplishments.

WHERE TO BEGIN

[USAJOBS.gov](https://www.usajobs.gov) is the official website for federal jobs and the portal used to apply for most federal jobs. If you do not already have a resume, it is recommended that you create an account and use the USAJOBS resume builder to create one. Each federal resume should be tailored to a specific job announcement. Up to 5 resumes can be saved using the resume builder. USAJOBS.com provides additional resources and tutorials for creating a federal resume and locating federal jobs.

HEADING

Heading/Personal Information

The heading of a federal resume typically includes more information than a traditional resume. In addition to your name, address and contact information (email and phone number), you should also include:

- Country of Citizenship
- Desired Locations (city/state)
- Veterans' Preference (see below)
- Highest Grade (see below)
- Availability (see below)
- Security Clearances (if applicable)

Veterans' Preference

U.S. military veterans receive special preference when considered for work in federal positions. To be eligible for veterans' preference, you must have been discharged or released from active duty in the U.S. Armed Forces under honorable conditions. If you are not a veteran, indicate 'No'.

General Schedule Grade (Series/Pay Grade)

If you worked for the Federal Government previously, include the highest GS level you held. Otherwise not applicable.

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Availability

Job Type refers to Permanent, Temporary, Seasonal, Summer, Internships etc. You should include all of the job types that you are interested in.

Work Schedule options include Full-time, Part-Time, Shift Work, Intermittent, Job Sharing and Multiple Schedules.

Not all Job Types and Work Schedules are available for all job listings, so refer to the JOA.

EXAMPLE OF FEDERAL RESUME HEADING

Sarah Seminole

100 N Woodward Avenue, Tallahassee, FL 32301 | (850) 123-4567 | ssnole@my.fsu.edu

Country of Citizenship: United States of America

Veterans' Preference: No

Highest Grade: Not applicable

Availability:

Job Type: Permanent

Work Schedule: Full-Time

Desired Locations:

US - DC - Washington/Metro

US - VA - Arlington

US - VA - Alexandria

EDUCATION

It is important to include all information on your educational background and experience. Below are the sections typically included:

- Name of School/ Institution Attended
- Name of Degree
- Location of Institution (City, State)
- Graduation Date (Month, Year)
- GPA (optional)
- Relevant Coursework (optional)
- Honors received (optional)
- Academic Papers and Projects (optional)
- Key Presentations (optional)
- Number of credit hours completed (optional)

EXPERIENCE

Your experience should address every required qualification in the JOA and should be customized for each position you apply to. Hiring agencies will look for specific terms in your resume to make sure you meet the minimum requirements so use the same terms/ keywords that they used in the JOA when applicable.

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EXPERIENCE (CONT.)

They will look for the **amount** of work experience you have as well as the level of your experience. The 'level' of experience refers to the level of responsibility you had within your organization. This should be demonstrated with concrete examples, because your job title may have different meanings depending on the organization. When detailing your experience always include:

- Position & title
- Name of organization and location (city/state)
- Start and end dates for each job (MM/YYYY)
- Average number of hours worked per week (full-time or part-time)
- Supervisor (or HR rep to verify employment) name and phone number
 - Permission to contact (yes or no)
- Salary (per hour or month or year) (optional for some agencies)
- Level of experience (eg. team member or project manager)
- Examples of experience and accomplishments (most recent experience listed first)

Describing and Formatting Your Experiences

- Use outline or paragraph format
- Include all *relevant* paid/unpaid experience including volunteer experiences
- Begin sentences/bullet points with positive action verbs
- Quantify your accomplishments, incorporating numbers or metrics when appropriate
- Avoid acronyms
- Give enough information to demonstrate **AMOUNT** and **LEVEL** of experience
- Match your experiences with the job qualifications using the same vocabulary/keywords



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Example of Federal Resume Work Experience

The examples below exhibit one way to organize and format the experience section. The examples demonstrate experience by quantifying where appropriate and highlighting the level of experience. This applicant also included accomplishments such as publication in an online magazine.

Work Experience

Institute on World War II and the Human Experience

August 2018 – May 2019

6600 W College Ave., Tallahassee, FL US

Research Assistant

Supervisor: Dr. Gary Nice (555)123-4567

Salary: Unpaid

Hours per week: 20 hours per week, Part-Time

Okay to contact this Supervisor: Yes

- Conducted research detailing American GI life by examining over 200 World War II letters resulting in an online article published on 'History Net.com' with circulation to 72,000 readers.
- Annotated, transcribed and digitized over 200 World War II-era letters as part of a special exhibit, "Witness to War" now on display at the John & Mable Ringling Museum of Art.
- Conducted research analyzing current political trends as byproducts of World War II and prepared a synopsis for part of a lecture presented by a faculty member at the 2017 Society of Military History Conference.

Florida Museum of Textile Arts

January 2018 – July 2018

123 S Warehouse St., Tallahassee, FL US

Archivist Intern

Supervisor: Dr. Judy Jones (555)123-4567

Salary: 10 USD per Hour

Hours per week: 20 hours per week, Part-Time

Okay to contact this Supervisor: Yes

- Led a team of 3 volunteers to perform public relations duties to promote the 2016 Annual Quilt Show by writing radio announcements, creating a webpage, and using social media blasts, resulting in a 15% increase in attendance over the previous 3 years.
- Synthesized archived photos and applicant questionnaires to create program guides in InDesign, resulting in over 2,000 printed copies for a 3 -month event.
- Led between 6-10 tours a week of groups of 5 or more patrons.

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OTHER CATEGORIES TO INCLUDE INFORMATION

Depending on your experiences, there may be other sections and information that you include on your federal resume. For these sections, you want to be specific and state how it relates to the JOA. Many of these could include:

- Job-related training
- Language Skills - Include level of proficiency
- Affiliations or Organizations
- Professional Publications
- Awards
- Leadership Activities
- Public-Service Engagements
- Volunteer Experience

OTHER TIPS TO CONSIDER

- Tailor your resume to each specific job that you are applying for.
- In addition to your resume, you may need to submit any required documents such as a copy of school transcript (if qualifying based on education).
- You may be required to complete a self-assessment or questionnaire as part of the application process.
- Everyone hired for a federal position is required to undergo a basic background investigation of their criminal and credit history.
- If the position you are applying for includes access to sensitive information, you will have to obtain security clearance.
- Some federal agencies accept uploaded resumes while others require that you utilize the USAjobs resume builder.

ADDITIONAL RESOURCES

- [USAjobs](#): The official job board for the United States Federal Government. Every position with the federal government will be posted on the website.
- [Go Government](#): Website through the Partnership for Public Service, with many resources on federal resumes and applying to jobs with the federal government.
 - [How to search for a job on USAjobs](#)
 - [How to Read Federal Job Announcements](#),
 - [Go Government Career Guides by Job Field](#)
 - [Background Check and Security Clearances](#)
- [Pathways Program](#): Current student or recent graduate are eligible for federal internships and job opportunities through the Pathways and other student programs.
- [Federal Occupations by College Major](#): A list on USAjobs of academic majors and some Federal occupations related to those majors.
- Most federal agencies have additional resources for hiring processes, federal resumes, and USAjobs on their websites.

