APPLYING FOR FEDERAL JOBS:

FEDERAL RESUME CONTENT

Include the following information on your federal resume:

Job Information to be included on each page submitted
- The vacancy announcement number/identifier
- The name of the position
- The grade and series

Personal Information
- Full name (*Include at top of each page*)
- Current and permanent address
- Social security number
- Country of citizenship
- If you claim veterans' preference
- Highest federal civilian grade held

Education
- Type of degree seeking or degree received, area of study, and when you graduated or plan to graduate (i.e., Bachelor of Science in Wildlife Biology   (May, 2006)
- Semester hours completed (If requested, include number of hours completed in specific field of study)
- High school name, location (city, state, zip), and year you received your diploma

Related Experience (include paid AND unpaid experience relevant to the job you are applying for)
- Job title
- Organization's name and full address
- Supervisor's name and phone number (For current or most recent supervisor, state whether they can be contacted or not)
- Starting and ending dates of employment (Month, Year to Month, Year)
  - If the job only lasted a month or less, include the Month, Day, and Year
- Hours worked per week
- Salary or hourly wage earned
- Describe specific duties and accomplishments
  - Describe the level of complexity of the tasks you performed and the amount of supervision you received and/or provided to others.
  - Keep descriptions brief and to the point.
  - Describe your accomplishments and outcomes rather than just your duties and responsibilities.

Other Qualifications
- Trainings - include the title and date(s)
- Certifications and licenses received (include dates)
- Relevant skills (can include technical skills, equipment/tools, identification skills, outdoor skills, etc)
- Honors, awards, and special accomplishments

Other Enclosures
- College transcripts – only include if they are requested in job announcement
- DD-214 – if you are applying for Veterans' Preference

More Hints
- Neatness counts (Always type your applications and resumes)
- Make sure copies are good quality
- Arrange experience in chronological order (Start with the most recent)
- Include volunteer experience
- Make a separate entry for each job
- Don't attach position descriptions
- Some agencies specify page limits to federal resumes, so pay attention to their requirements
- Proofread, Proofread, And Proofread!!

http://www.usajobs.gov/