

THE FEDERAL RESUME: WHAT TO INCLUDE

CONTACT INFORMATION/PROFILE

- Name/Address /Telephone numbers /Email Address
- **DO NOT INCLUDE** your social security number
- *Country of Citizenship*
- *Veteran Status*
- *Reinstatement Eligibility* (if you are working or ever have worked for the federal government and have reinstatement eligibility)

Example:

Name	
123 Main Street ♦ City, ST zip ♦ email@email.com ♦ (cell) phone##	
Country of Citizenship:	United States of America
Veteran's Preference:	N/A
Federal Civilian Status:	N/A

POSITION APPLYING FOR

- *Job Title/Series Number/Job Grade*
- *Vacancy Announcement Number*

Example:

Job Title: Human Resources Assistant
Series & Grade: GS-0203-05/06
Job Announcement Number: 24MR-2014-0025

EDUCATION

- School name, *address, State, Zip Code*
- Degree/ Major/Minor/Completion Dates
- GPA; *Total Credits Earned; System for Awarded Credits* (Semester Hours, Quarter Hours, Continuing Education Units)
- *Honors (Cum Laude, Magna Cum Laude, Summa Cum Laude)*

Relevant Coursework, Licensures, and Certifications (classes that you have taken related to the position. Make sure to include the number of credits and the final grade)

Example:

University of Northern Iowa, 1227 West 27th Street, Cedar Falls, IA 50613	
Bachelor of Arts in Criminology, May 2014	
▪ Minor in <i>Sociology</i>	
▪ 3.60/4.00 Cumulative GPA	
▪ 126 Total Credits Earned	
▪ System for Awarded Credits: Semester Hours	
Academic Honors: Deans List (6 of 8 semesters)	
Honor Society Membership: Phi Kappa Phi	
Relevant Coursework:	
Statistical Methods, 3 hours	B+
Research Methods, 3 hours	A
Criminal Justice System, 3 hours	B
Criminology, 3 hours	A
Police and Society, 3 hours	A-
Women Crime and Society, 3 hours	B

AWARDS AND HONORS

Include here academic honors; Scholarships; Dean's list; Recognitions by the university or community, etc.

Example:

AWARDS AND HONORS

- Alderman Scholar - \$5,000 per year, four years, 2011-Present
- Academic Honor Roll (above 3.0/4.0), Spring 2012-Fall 2013

EXPERIENCE

For each paid or unpaid experience, include:

- Company Name, *Address, City, State, Zip Code*
- Formal Job Title
- Start Date/End Date (include months)
- *Average hours per week and salary/wage*
- *Supervisor name, phone number, and if they may contact him/her* (yes, no, Contact me first)
- Duties and accomplishments
 - Do not send just a list of job descriptions and duties. Focus on outcomes and accomplishments
 - Tailor your resume to show you meet the qualification requirements for the job and use key words that are on the job announcement
 - Use plain language and avoid using acronyms
 - Use active verbs to describe actual work performed. Be specific
 - Use numbers to highlight your accomplishments
 - Example -- Which statement carries more weight?
 1. *Wrote news releases*
 2. *Wrote 25 news releases in a three-week period under daily deadlines.*

Definitely the second!

Example:

YMCA, 123 College Road, Cedar Falls, Iowa 50613

Child and Program Supervisor

August 2012-May 2014; 20 hours per week; \$7.75/hour

Supervisor: John Doe (123)-456-8907

May contact supervisor: yes

- Supervised an average of 25-30 children (K-5th grade) daily making sure of their physical safety
- Oversaw 2 mentoring programs in limited resource communities and successfully promoted a safe and healthy youth development that resulted in the increase of participants by 15%
- Assisted director in planning around 40 special trips to the park, swimming pool, museums, and other educational and fun experiences
- Received a promotion based on excellent performance and commitment

Great Food Restaurant, 123 Somewhere Street, Cedar Falls, IA 50613

Server

January 2010 – June 2012; 20 hours per week; \$5.75/hour

Supervisor: Bob Doe (123)-456-8907

May contact supervisor: yes

- Provided table service to more than 50 customers and handled an average of \$750 nightly
- Worked with a team of 12 colleagues to accurately place and serve orders, ensuring high customer satisfaction and repeat visits
- Communicated effectively in English and Spanish to a diverse group of customers and staff.
- Demonstrated cultural competence with all customers and frequently recognized by supervisor for ability to meet the needs of a wide range of clientele

OTHER QUALIFICATIONS/ADDITIONAL INFORMATION

- **Job-related skills**, for example, languages, computer software/hardware, tools, machinery, typing speed, skills
- **Job-related accomplishments**. Example: publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents unless requested)
- **Leadership and Community Service** (here follow the format that we saw under “Experience”)
- **Class Projects** related to the position that you are applying
- **Technology and related software**
- **Additional Information** that is relevant to the position but you have not included it anywhere above

Example:

Community Service

Waterloo Community Schools, 123 Name Street, Waterloo, IA 50703

Volunteer Tutor, January 2013-May 2014

August 2013-May 2014; 5 hours per week

Supervisor: John Doe (123)-456-8907

May contact supervisor: yes

- Provided bi-weekly tutoring in English, social studies and math to groups of three students in various schools
- Developed individualized tutoring methods to meet the unique learning needs of each student.
- Used games and activities to create enthusiasm for learning new concepts.

Language Skills

Language: Spanish: Spoken: Advanced; Written: Advanced; Read: Intermediate

Computer Skills

Microsoft Word, Excel, PowerPoint, and Outlook; Adobe CS; SPSS; Lexis-Nexis; ProQuest; Google Scholar (if the position asks for knowledge and experience with any type of software or computers, you will need to add a section where you tell how you acquired the knowledge, how long you have been using the computer or software and why.)

Related Skills

Written and Oral Communication Skills

Strong written and oral communication skills due to the numerous papers written in 4 years of college at the University of Northern Iowa and through the various reports written during internships.

Learned to effectively communicate through several presentations given in 4 years at the University of Northern Iowa. Oral communication skills also expanded due to work experiences of having to communicate with children, adolescents, and adults.

REFERENCES: You should have 3-5 references. List people who know you from either a professional or academic setting. Ask permission before listing people as references. You should include First and Last Name, Job Title, Organization/Employer Name, Address, City, State Zip Code, Email address, Phone number

THINGS TO KNOW....

- NOT ALL full-time, part-time, permanent, temporary, internships, entry-level Federal jobs are posted on [USAJOBS](#). It's important to check the employment/career web pages for those agencies that you are considering since no always they post their job openings in USAJOBS

Understanding the Grade Levels

GS-3 or GS-4: Typically internships or student jobs

GS-5 to GS-7: Most entry-level positions (BA, BS degrees)

GS-8 to GS-12: Mid-level positions (GS-9 for MA students)

GS-13 to GS-15: Top-level supervisory positions

Positions beyond GS-15 are part of the [Senior Executive Service](#)

On the job announcement and under SERIES & GRADE (e.g. GS-0203-04/05)

GS stands for General Schedule

Four-digit number is the series (e.g. 0203)

Last two numbers are the grades that they are hiring for (e.g. 04/05).