



The following information is recommended to be included on your resume when applying for Federal positions:

Resume Format

- Recommend that resume is no longer than 5 pages.
- Spell out acronyms when they are first used.
- Recommend Font: Times New Roman, Arial, or Calibri, Size 10-12.
- Use spelling/grammar check.
- Use clear and concise statements and write in first person.
- Use paragraphs or bullets to separate items.
- Describe experience using context, challenge, action, and results format (CCAR), describing improved service, increased efficiency, productivity or savings.
- If current or prior federal service, resume MUST include pay plan, series, grade (i.e., GS-0301-09).
- List most recent experience first, followed by each previous job.
- Resume MUST contain dates of employment (MM/YY to MM/YY or present).

Avoid the following:

- Including photographs, social security number, links to social media platforms, or other inappropriate material or content in the resume.
- Personal information (age, gender, religion, race, disability, etc.)
- Being vague- Emphasize nouns and verbs and provide concrete statements of your accomplishments in the correct tense for past or present positions.
- Being wordy- Keep paragraphs short. Do not use graphics, italics, underline, shadows, or reverses (white letters on black background), and do not type your information in all CAPITAL LETTERS.

Header

Legal Full Name

Home Address

Email Address

Phone Number

Preference Eligibilities (Veterans' Preference, Schedule A, Military Spouse, etc.)

Federal Employee Status (Current Federal civilian employee, Former Federal employee {with or without} reinstatement eligibility)

Below you will find an example of a Header:

KELLY WILLIAMS STONE

12345 Main Street

Reston, VA 22172 US

571-555-5712

kelly.stone@gmail.com

CAREER SUMMARY:

US Citizen, Federal Employee, Highest Grade Level: GS 14

Veteran's Preference: XX points, 30% or more, VRA, VEOA

Work Experience

Employer Name, with City/ State

Job Title, Grade (if Federal), Rank (if Military)

Start and End Dates of Employment (Month and Year)

Number of Hours Worked Per Week

Supervisor's Name and Phone Number

May we contact your current supervisor? (Yes, No, Contact Me First)

Duties and Accomplishments

***Review Job Announcement - Focus on the "requirements," "skills" or "qualifications" sections of job announcement and look for “buzzwords” and required general and specialized experience. Do not worry if your resume is longer than one page.**

Below is an example of Work Experience in a federal resume:

WORK EXPERIENCE

INSERT JOB TITLE | 10/2021 - Present

Employer's Name and Location (Include GS Grade if applicable)

Salary: \$5000 USD monthly, Hours Per Week: 52

Supervisor: Harry Stanford, +1 222 345 1234 (Permission to Contact)

- Use reverse chronological order, meaning you'll add your most recent relevant job here. Keep things short and concise.
- Use a powerful action verb followed by the impact. Whenever possible, quantify the impact with numbers, percentages, amounts, and dollar values.
- Provide a thorough account of your daily responsibilities, incorporating relevant key phrases from the job description to emphasize your applicable experience and skills that align with the requirements of the position.
- Incorporate any management or supervisory duties you have held and specify the number of staff you supervised, if relevant. This will assist in establishing whether you meet the minimum eligibility criteria for the role.

Volunteer Experience

Consider including volunteer experience on your resume. It may be included in a separate section or listed with other work experience. Include the same information as in the work experience section.

Education

School Name, Country, City/State Zip Code

Degree Attained or Pursuing/Major

Completion Date or Expected Date of Completion

Overall or Major-GPA

Total Credits (if not completed)

Honors

Next is an example of how to list education in a federal resume:

EDUCATION:

Virginia Southern University, Reston, VA

Doctorate's Degree Major: Business Administration

Brown University International, San Diego, CA

Master's Degree Major: Emergency Management and Natural Disaster Honors: Magna Cum Laude

Grant University, Sacramento, CA

Bachelor's Degree Major: Business Administration

FOREIGN EDUCATION: Education completed in foreign colleges or universities may be used to meet the requirements. You must show proof the education credentials have been deemed to be at least equivalent to that gained in conventional U.S. education program. It is your responsibility to provide such evidence when applying.

Who can perform evaluations?

National Association of Credential Evaluation Services (NACES): A trade association of independent, nongovernmental organizations that provide credentials evaluation services.

<https://www.naces.org/>

World Education Services (WES): An organization that performs credential evaluations.

<https://www.wes.org/CA/>

GEO Credential Services: An organization that performs credential evaluations that are approved by the U.S. Department of Education. <https://gcs.org/>

Training/Certifications

You may include any job-related training and certifications as in the below example:

Training & Certifications

- Federal Acquisition COR Level II Certification, 2019; Federal Acquisition COR Level III Certification, 2019
- DHS Procurement Request Information System Management, 2019; Federal Financial Management System Training, 2019
- Identity Leadership Certificate Program, 2019
- Microsoft Project Blue Belt, 2019
- DHS WebView Training, 2018
- Lifecycle Logistics Level II Certification, 2018; Lifecycle Logistics Level III Certification, 2018

References

Provide 2-3 professional references on your resume with job title and contact information, or state "References and additional training documentation available upon request".

PROFESSIONAL REFERENCES

Reference Name #1

Position Title

Company Name

(xxx) xxx-xxxx

reference.email@gmail.com

Relationship to Reference

Reference Name #2

Position Title

Company Name

(xxx) xxx-xxxx

reference.email@gmail.com

Relationship to Reference

Supporting Documentation

Upload any supporting documentation to determine eligibility and/or qualification of the position. (i.e., transcripts, required certifications, Veterans' Preference Letter, Schedule A letter, DD-214, SF-50, etc.)