



How to Build a Federal Resume

Name

Title

Date



Objectives

- ▶ Describe the basic steps of building an effective Federal resume in USAJOBS
- ▶ What to include in a Federal resume
- ▶ How to write effective sentences



Abraham Lincoln

111 President Drive
Washington, DC 20005

202-200-2222

alincoln@pastpresidents.com

OBJECTIVE

- Obtain a position at XYZ Company where I can maximize my management skills, quality assurance, program development, and foreign language experience and expertise.

EXPERIENCE

Public Affairs Assistant, Department of State, Washington, DC Sept 20XX – August 20XX

- Served as point of contact for all external communications with public affairs team within Bureau of Educational and Cultural Affairs
- Supervised ten contractors on communications project
- Pitched media for program publicity resulting in four newspaper articles and two interviews
- Facilitating biweekly team meetings and monthly diversity training presentations for twenty to thirty internal staff members

Intern, Department of State, Washington, DC Sept 20XX – August 20XX

- Wrote fifteen articles about foreign education initiatives in Bureau newsletter & press releases
- Drafted twenty memoranda for the Undersecretary of State
- Assembled financial and budget information for use in Educational and Cultural Affairs material

Political and Economic Section Intern, U.S. Consulate, Madrid, Spain June – August 20XX

- Researched and wrote regional economic and political briefs for US Ambassador's Madrid consulate district visits
- Compiled ten briefs with fifteen professionals in regional chambers of commerce, banks' nongovernmental organizations, and government offices
- Synthesized information from external research and interviews

Program Coordinator, ABC Afterschool Program, Philadelphia, PA Sept 20XX – April 20XX

- Developed and monitored program goals and policies resulting in the highest recorded performance in ten years



Brian Freedman

2330 Braddock Road, Essex, MD 21797
Home: (410) 555-1212, Office: (410) 888-1212
Email: Brian.Freedman@email.com

EMPLOYMENT HISTORY:

Security Supervisor 11/08 — Present

Employer: Commercial Development Corporation (CDC)
9700 Charles Street, Baltimore, MD 21201
Salary: \$75,000, 40 hours/week
Supervisor: Mark Freedman, (410) 570-3708, may be contacted.

Led and supervised a security team comprised of 26 employees across 5 multi-million dollar commercial and transportation projects. Under my direction our team reduced internal thefts by 50 percent. Applied loss prevention techniques and investigated external theft incidents with procured vendors, resulting in legal action and leading to \$1.5 million in cost-savings. Strategically assessed and recommended surveillance technology for critical areas. Established policies for tracking and reporting missing inventory with CDC Accounting.

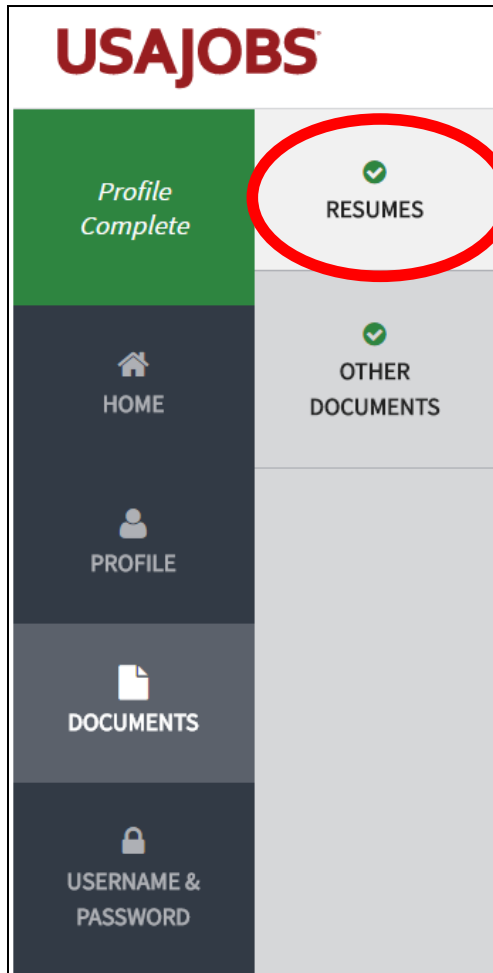
Investigative Security Specialist, GS-11 6/03 — 10/08

Employer: Federal Emergency Management Agency (FEMA)
500 C Street SW, Washington, DC 20026
Salary: \$25/hour, 40 hours/week
Supervisor: Christopher Hansen (202) 555-1212, may be contacted.
Clearance: Department of Homeland Security, Secret Clearance, August 2001

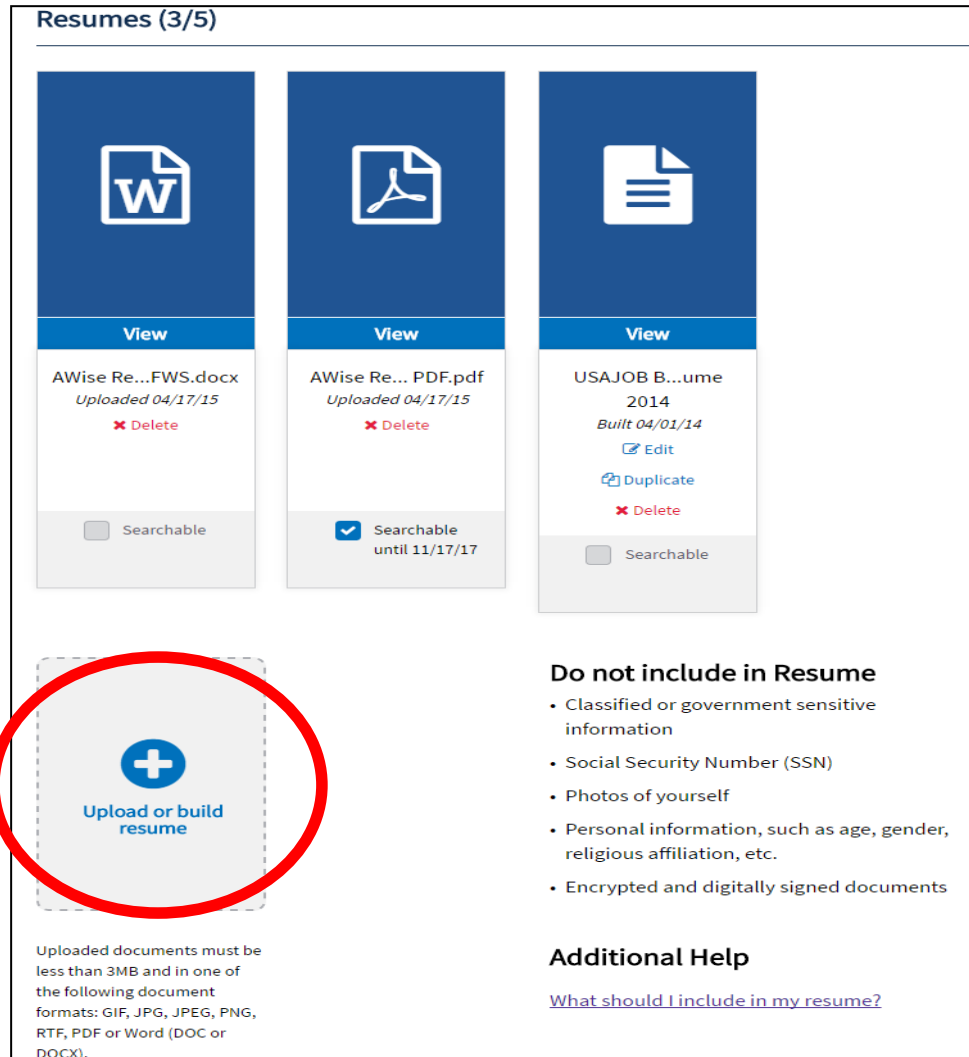
Reviewed over 15 requests for background investigations weekly; forwarded them to the proper investigative authority. Served as the trusted liaison to transmit guidance from the Chief, Disaster Security Operations Branch to team members to ensure safety and protection during operational activities. Maintained an organized filing system of over 2.5 million field Security Reports. Developed monthly and annual statistical information,



Building a Resume in USAJOBS



The USAJOBS navigation menu is shown with the 'RESUMES' option highlighted by a red circle. The menu includes: USAJOBS, Profile Complete, RESUMES (highlighted), OTHER DOCUMENTS, HOME, PROFILE, DOCUMENTS, and USERNAME & PASSWORD.



The 'Resumes (3/5)' page displays three resume cards and an 'Upload or build resume' button (highlighted with a red circle). The cards are:

- AWise Re...FWS.docx**: Uploaded 04/17/15. Includes a 'Delete' link and a 'Searchable' checkbox (unchecked).
- AWise Re... PDF.pdf**: Uploaded 04/17/15. Includes a 'Delete' link and a 'Searchable' checkbox (checked, with 'until 11/17/17').
- USAJOB B...ume 2014**: Built 04/01/14. Includes 'Edit', 'Duplicate', and 'Delete' links, and a 'Searchable' checkbox (unchecked).

Do not include in Resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

Additional Help

[What should I include in my resume?](#)

Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).



Building a Resume in USAJOBS

Add New Resume



Build resume



Upload resume

Uploading Resume

Add Resume

All fields are required

Resume Name

Please enter a unique name for your resume (100 character maximum).

Select New Resume

Complete Upload



Using USAJOBS Resume Builder

When you choose to build a resume first thing you'll need to do is to enter a title for your resume.

Resume Builder

Resume Name

Required

Next



Building a Resume in USAJOBS

Resume Builder

Resume Name

Required

Biologist

Edit

Click on Add Work Experience to enter information related to your jobs.

Add Work Experience

I do not wish to provide work experience

Next



Resume Builder

Work Experience [?]

All fields are required unless otherwise noted

Employer Name

Formal Job Title

Employer Address 1

Start Date

Start Year

--Select--

--Select--

Employer Address 2

Optional

End Date

End Year

--Select--

--Select--

Country

United States

Salary

Optional

Currency

Salary Rate

USD

Per Year

Postal Code

Average Hours per week

City/Town

May we contact your supervisor?


Yes

No

Contact me first




Resume Builder

Work Experience 

All fields are required unless otherwise noted

State/Territory/Province

--Select--

Is this a Federal Civilian position? 

Yes No

Duties, Accomplishments, and Related Skills

(5000 characters remaining)

Problems with formatting when pasting from Microsoft Word?

Cancel

Save Work Experience



Resume Builder

Resume Name

Required

Biologist

Edit



READ THIS - important notice before listing your education! Only list degrees from accredited schools or other education programs that meet the provision of the [Office of Personnel Management's Operating Manual](#).

Add Education to enter information related to your educational programs.

Add Education

I do not wish to provide education

Previous

Next

Resume Builder

Education

All fields are required unless otherwise noted

School or Program Name

Major

Optional

Country

United States



Minor

Optional

Postal Code

GPA

Optional of GPA Max.

Optional

City/Town

Total Credits Earned

Optional

State/Territory/Province

--Select--



System for Awarded Credits

Optional

Semester Hours

Quarter Hours

Continuing Education Units



Resume Builder

Education

All fields are required unless otherwise noted

Degree/Level Attained

--Select--



Honors

Optional

--Select--



Completion date

Optional

--Select--



--Select--



Relevant Coursework, Licensures, and Certifications *Optional*
(2000 characters remaining)

[Problems with formatting when pasting from Microsoft Word?](#)

Cancel

Save Education

Resume Builder

Resume Name

Required

Biologist

Edit

Click on Add Reference to add a professional or personal reference. You may have up to 5 references.

Add Reference

References available upon request

Previous

Next

Finish



Resume Builder

References

All fields are required unless otherwise noted

Name

Phone

Employer

Optional

Email

Title

Optional

Reference Type

Professional

Personal

Cancel

Save Reference



Resume Builder

Resume Name

Required

Biologist

Edit

Click on Add Reference to add a professional or personal reference. You may have up to 5 references.

Add Reference

Reference Name: Amanda Wise Phone: 1234567890

Employer: U.S. Fish and Wildlife Service Email: wise.amandaj@gmail.com

[Edit](#) | [Delete](#)

Previous

Next

Finish



Resume Builder

Resume Name *Required*

Biologist

Edit

Job Related Training

Add Job Related Training

Language Skills

Add Language

Organizations/Affiliations

Add Affiliation

Professional Publications

Add Publication

Additional Information

Add Information

Previous

Finish

What to Include in Your Resume

- ▶ Volunteer experience counts – include it!
 - Follow the same guidelines to list it as if it were a paying job. (Start/end date, hours worked, etc.)
- ▶ Pay attention to keywords
 - Link language of the job announcement to the language of your resume
 - Highlight your knowledge, skills, abilities and experience as it relates to the job



What to Include in Your Resume

- ▶ Study Job Opportunity Announcements (JOA)
 - Focus on the “requirements,” “skills” or “qualifications” sections of job ads, and look for “buzzwords” and desirable credentials for your ideal job
 - **Show this type of work or experience clearly in your resume**
- ▶ Be Concise
 - Does critical information jump off the page?
- ▶ The Sales Pitch
 - Key selling points need to be prominently displayed at the top of the first page of the resume and directly address each question asked in the KSA section



What to Include in Your Resume

- ▶ Use an Editor's Eye
 - A resume doesn't have to contain every detail of your work experience
- ▶ Use numbers to highlight your accomplishments
 - Numbers are powerful resume tools that will help your accomplishments draw the attention they deserve from prospective employers
- ▶ Think Money
 - Think about and articulate ways you've saved money, earned money, or managed money in your internships, part-time jobs and extracurricular activities
- ▶ Think Time
 - Show that you can save time, make time or manage time



What to Include in Your Resume

- ▶ Expand job history to show your true skills
 - Don't assume we know what a Biologist does – tell us the specific things you actually did.
- ▶ Don't limit yourself (on a Federal resume) to one page. Detail is more important than brevity – we want to screen you in, not out, so the more detail you provide the better.



What NOT to Do or Include in Your Resume

- ▶ Don't make things up or inflate your accomplishments, level of responsibility, or skills
- ▶ Don't use job description expressions like “duties included” or “responsibilities:” – instead use accomplishment oriented phrases that sell you
- ▶ Don't include personal information on your resume, other than contact information (e.g. height, weight, age, date of birth, place of birth, marital status, ethnicity, health, reason for leaving previous jobs, etc.)
- ▶ Don't use the same resume for every job



Cover Letter

- ▶ Highlight experience
- ▶ Allow compelling language
- ▶ Express information that is outside of what you normally include in a resume
- ▶ Optional



Example: Biological Science Technician Job Duties

Duties

Conducts basic wildlife and/or waterfowl censuses; makes brood and pair counts of waterfowl; make observations of upland game birds, furbearers, predators, deer and other forms of wildlife; assists in banding of waterfowl and other wildlife species; conducts nest basket checks, and scent post surveys, conducts vegetation evaluations; and assists in the operation of bird banding stations, including cage and cannon net traps.

Assists professional biologist(s) with performing biological studies for determining the manner and extent to which wildlife populations are affected by management activities. Records data and complies information.

Assists professional biologist(s) with the pest plant control program by mapping areas and applying herbicides with hand-operated equipment and power operated invert and boom sprayers.

Assists with private land wetland restorations including landowner contacts, mapping, surveying, staking, construction monitoring, seeding, etc. Assists in preparation of management plans for restored areas.

Travel Required

- Occasional Travel
- The employee may be required to travel from assigned duty station to various areas inside and outside jurisdictional boundaries of the Region.

Bio Science Tech Questionnaire

2. Assist with performing biological studies to determine the manner and extent to which wildlife populations are affected by management activities.
3. Collect biological observation data on wildlife.
4. Coordinate with conservation partners to conduct biological and interpretive activities.
5. Capture, handle, tag, band, or collar wildlife species.
6. Monitor, collect and report on various wildlife using specific sampling techniques and procedures.
7. Collect data including brood and pair counts of upland game birds, furbearers, predators, deer, and other forms of wildlife.
8. Band waterfowl and other wildlife species.
9. Identify species, age, and gender of wildlife.
10. Conduct vegetation evaluations.

Ability to operate a variety of equipment such as passenger vehicles, light trucks, tractors, and other equipment.

11. Operate power operated invert and/or boom sprayers.
12. Operate a four-wheel drive vehicle.
13. Operate a farm tractor.
14. Operate an A TV.
15. Operate a lawn mower.

Bio Science Tech Questionnaire cont...

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. Darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

- ▶ **A**– I have not had education, training or experience in performing this task.
- ▶ **B**– I have had education or training in performing the task, but have not yet performed it on the job.
- ▶ **C**– I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ▶ **D**– I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- ▶ **E**– I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.



Sample : Job Duty and Accomplishments

Lab Assistant

2009–2010

Supported Micro biologist's lab.
Assisted with lab duties, and input data.

EXAMPLE NEEDS IMPROVEMENT:

- Not clear as to what the person did.
- Does not have hours worked per week, or start/end date with months.
- No way to determine full time or part-time.
- Way too vague.

Biology Lab Assistant 04/2009–

04/2010–20 hours per week

Assisted a Specialist with a Ph.D. in Agricultural Microbiology with collecting data on nitrogen fixation in corn and soybean plots. Charted plot data for further analysis and to be incorporated into a scholarly research paper for conference presentations.

Accomplishment:

*Improved collection from handwritten data to electronic data, so all data is now electronic.

GOOD EXAMPLE: shows months, years and hours, gives more detail in title, detail on work performed, and shows an accomplishment.



Language Matters

▶ **Before:**

- Responsible for planning, executing and coordinating special operations, mountain and desert training. Served as primary instructor for all new Soldiers in training.

▶ **After:**

- Developed and executed numerous sensitive and realistic training courses for nearly 1,500 personnel annually. Rated as the number one instructor over 20 peers on last 3 annual performance reports.



Additional Tips

- ▶ Write in plain language
- ▶ Show specialized experience
- ▶ Avoid acronyms
 - If you do use them here is an example of how to use one appropriately in a resume:
U.S. Fish and Wildlife Service (USFWS)
- ▶ Use spelling and grammar checks
- ▶ Have someone review it
- ▶ Apply early as some JOAs limit the number of applications accepted



Final tips




- ▶ Target entry level positions for all US Citizens, GS-05/GS-07 for Bachelors, GS-09 for Masters but apply for all levels you are [qualified](#) for – sometimes it's better to get in at a lower level on a position with promotion potential (career-ladder position) just to get in.
- ▶ READ AND FOLLOW INSTRUCTIONS in the vacancy announcement. You would be amazed by the number of applicants who lose consideration for a job because they didn't read carefully and submit the required information.
- ▶ Keep applying (you are competing against a very large applicant pool, and every vacancy has different competitors.)
- ▶ It takes time, you may apply to many vacancies before you are referred to the selecting official.
- ▶ Keep track of the vacancies you apply for, so when you do get a call for an interview, you will have an idea of what job you are interviewing for.



More Information

You may visit USAJOBS' Help Center where you can find tutorials for using different areas of USAJOBS and information about Federal Employment, Applying for Federal Jobs, and Job Search, among others.

Welcome to the Help Center for USAJOBS.

 <h3>FAQs</h3> <p>Frequently asked questions on a broad range of topics related to the Federal hiring process. This section answers questions such as:</p> <ul style="list-style-type: none">How does the application process work?What is a series or grade?What should I include in my resume?Which jobs am I eligible to apply for? <p>View this section ></p>	 <h3>How to...</h3> <p>How to complete any task on USAJOBS, step by step. This section includes help on...</p> <ul style="list-style-type: none">How to create an applicationHow to create a resumeHow to reset your passwordHow to search <p>View this section ></p>	 <h3>Working in Government</h3> <p>What is it like to work within the United States Government? Find out more in this section which includes information on:</p> <ul style="list-style-type: none">AppointmentsBenefitsPay & LeaveService <p>View this section ></p>
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Wildlife Biologist



What my friends think I do



What my mom thinks I do



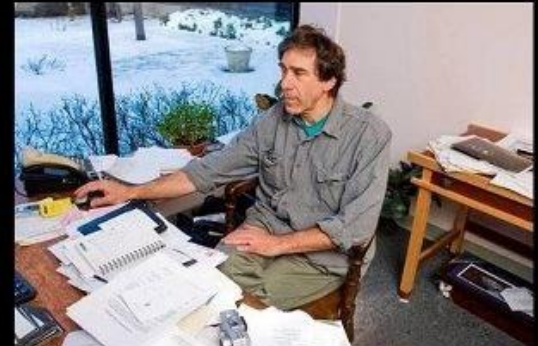
What society thinks I do



What Hollywood thinks I do



What I think I do



What I actually do