

Federal Résumé Checklist

Contact Information/Heading

- First and last name
- Address
- Day and evening phone number
- Email address

Education

- Full exact name of school
- Location of school
- Name of degree graduated with or working towards
- Concentrations listed if applicable
- Year of graduation on the right side (can be expected graduation date)
- Reverse chronological order (list education from newest to oldest)
- No high school information after the second year of college

Work Experience (paid and unpaid)

- Position title
- Name of company or employer
- Location of company (city and state)
- Dates of employment (month/day/year format)
- Salary and hours per week
- Series and grade (if a federal position)
- Supervisor's name, phone number, and whether or not they may be contacted
- Narrative description
 - Identify key words from the job posting (these tend to be action verbs that will help a recruiter understand your qualifications and experience)
 - Include the keyword in ALL CAPS before the narrative description
 - Include a short paragraph, or bullet points, detailing your qualifications and work experience for that specific keyword
- Reverse chronological order (list positions from newest to oldest)
- No "I" statements

Other Sections

- Job Related Training
- Language Skills
- Organizations and Affiliations
- Professional Publications
- Computer Skills
- Licenses and Certifications
- Additional Information: job related honors, awards, leadership activities, skills (computer software proficiency) professional profile, or other information requested by a specific job position

Federal Résumé Tips

Here are some tips to remember when writing your federal résumé:

- **Federal résumés should be 3-5 pages in length.** Federal résumés are limited to 3-5 pages. If the résumé you use for an application is longer than five pages, the reviewer will stop at the end of the fifth page and will not review anything past that.
- **Use keywords in your résumé.** Identify keywords from a job posting and place them at the beginning of your work experience narrative in ALL CAPS. A narrative description, or bullet points, allow for a comprehensive summary of achievements and responsibilities. See examples below:
 - **WRITING:** Displayed excellent writing skills and ability to convey complex concepts and processes in easy-to-understand terms. Knowledge of grammar, spelling, capitalization, and punctuation. Composed straightforward letters and memoranda.
 - **COMMUNICATION:** Disseminated information by using telephone, mail services, websites, and e-mail. Communicated daily with a wide range of individuals. Expressed ideas confidently in results-oriented manner. Actively listened to comprehend and respond to unspoken needs. Provided constant status updates to supervisor and colleagues.
 - **INTERPERSONAL SKILLS:** Applied goals-oriented focus to all tasks and interactions to build and extend excellent relationships. Promoted positive interactions by adopting helpful, can-do attitude. Communicated with clients to determine needs and maintain complete and accurate records and files.
- **Quantify your accomplishments whenever possible.** The use of numbers, statistics, and quantifiable data will help the hiring manager see the impact of your work.
- **Be specific and provide examples.** Review the qualifications section in the job announcement closely and directly address education, skills, and experience required. Be sure to spell out any acronyms.
- **Utilize the CAR method.** When possible, use the CAR method: challenge, action, result to describe a challenge or situation you faced, what action you took, and what was the result or outcome. Federal interview questions follow the same format.
- **Additional information may be needed.** Federal positions may also require the following information: citizenship (if other than the U.S.), military status, top secret clearance, Selective Service Registration Status (males only), eligibility for Derived Veterans, or Federal Employee Status.
- **Be enthusiastic and positive.** Show the hiring manager that you are excited about the opportunity and that you would be a valuable asset to the company.
- **Proofread carefully.** Make sure your federal résumé is free of any grammar or spelling errors. You can ask a friend or family member to proofread it for you, or you can use a grammar checker.