

Preparing an Application for Federal Government Employment

National Park Service
U.S. Department of the Interior



You can apply for Federal jobs using either the OF- 612 (Application for Federal Employment) or by submitting a resume. For more information about the OF- 612, go to www.opm.gov. If you want to submit a resume, read on. Your resume may be the only time you get to present yourself to a Federal employer. There may not be a follow- up phone call or face- to- face interview. So you've got to sell yourself through your resume. While a one- page resume may be appropriate for private sector employment, it's *not* appropriate for Federal employment. Multiple- paged resumes are encouraged. The more relevant information about yourself you can provide the better your chances. Below is information to help you market yourself effectively to a Federal employer.

What's Required in a Resume?

- ❑ Name, mailing address, phone number (include a permanent home number and any temporary phone number), Social Security Number, and if you have an e- mail address, include it;
- ❑ Job title and job announcement number (so they can match your resume to the right job);
- ❑ Pay range or grade you are willing to consider;
- ❑ Education (list names and addresses of schools attended, major(s), degree and year degree was attained);
- ❑ Are you a citizen of the United States?
- ❑ Do you claim veteran's preference? If so, attach the DD 214 form or other proof of service.
- ❑ Other job qualifications, licenses, certificates, or relevant training;
- ❑ If you have ever been employed as a civilian Federal employee or are eligible for reinstatement based on previous Federal status, include the job title and highest grade attained. Also attach a copy of your most recent SF- 50, Notification of Personnel Action.
- ❑ Work experience (see next section).

Work Experience

- ❑ Look at the Knowledge, Skills, and Abilities (KSA's) listed on the job announcement. You should be able to demonstrate these skills or abilities or possess this knowledge for the job. Responding to these KSA's separate from your resume will ensure that your experience is easily identified. Highlight your work or education relative these Knowledge, Skills, and Abilities (KSA's).
- ❑ Include all paid and non- paid experience to show your experience in these areas. Don't forget to include volunteer and other non- paid experience. For example, if you were the finance chair of your church's annual bazaar, you will have experience in planning a function, managing a budget, handling cash, and preparing financial reports. Don't underestimate your experience. Describe them in detail.
- ❑ For each work experience, include the salary, hours worked per week, and the specific dates your worked. (For example, use June 1, 1999 through September 15, 1999 instead of June 1999 through September 1999. In the Federal government, the amount of time you worked may have impact on what salary you will be paid.)

Work Experience (continued)

- ❑ For each work experience, include your job title and information about your employer (name of business, address, the name and phone number of immediate supervisor). Include specific duties you performed.
- ❑ Don't forget to include honors, awards, or other recognition bestowed to you.
- ❑ Select individuals who know your work as references. As a courtesy, get their permission beforehand to list them on your resume.

Writing Tips

- ❑ Some tips on writing your Federal resume:
 - Use active verbs and check your sentence structure, spelling, and grammar;
 - Be specific (do not generalize and do not use abbreviations);
 - Describe your work, not the work of others;
- ❑ If possible, type your resume. If this is not possible, print legibly. Neatness, legibility and completeness count;
- ❑ If you are providing a copy of the resume, make sure it is a clear copy;
- ❑ You may also want to review the OF- 510, Applying for a Federal Job. Copies are available at Federal Government Human Resources Offices.

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