



# What to Include In a Federal Resume

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## **Job Information**

- Announcement number
- Title of the job
- Grade(s) of the job

## **Personal Information**

- Full name
- Mailing address
- Day and evening phone numbers
- Social security number
- Country of citizenship
- Veteran's preference
- Highest federal civilian grade held

## **Work Experience**

- Job title (include series and grade if federal job)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and phone number (indicate if he/she can be contacted)
- Hours per week
- Salary

## **Education**

- High School: Name, city, and state
- Date of diploma or GED
- Colleges and Universities: Name, city, and state
- Type of major(s); year of any degrees received

## **Other Qualifications**

- Job-related training courses (title and year of course)
- Job-related skills (computer, software, hardware, machinery, tools, typing, languages)
- Job-related certificates and licenses (current only)
- Job-related awards (special accomplishments, leadership activities)